

Job Description

Job title	Snr HSE Manager	Date
Reports to (title)	Head of Technical Assurance	
Contract/Department	AWE/Assurance	Revision
Location	AWE Sites	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To lead and inspire the delivery of the EMCOR UK's BTFL whole-person approach to safety through the development and delivery of environmental, health, safety (EHS) strategy, policy, and processes in the account. Leading by example, to relentlessly extol safety leadership behaviours, engaging and developing colleagues and seeking feedback ensuring visible commitment to our Safe and Secure value.

To actively engage and develop the local implementation of a progressive and integrated safety management system through appropriate environmental, health and safety initiatives, including site minor work and capital work projects activities. Implement operating systems and establish a proactive preventative methodology applying data-driven evidence and practical based experience.

Ensure a safe and healthy working environment, through to related statutory duties and the furthering of best practice standards.

Responsible for the co-ordination and provision of all contracted EHS activity, aligned to EMCOR UK's policies and procedures.

To act as the operational lead with client EHS and Operational Teams and to actively participate in the fostering and maintenance of complimentary functional links with the Quality Health, Safety & Environment (QHSE) team.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Encourage and support the creation of a functional BTFL culture that embraces and supports Health, Safety and Wellbeing principles and goals.
- Provide safety and risk intelligent professional support to the account whilst supporting and advising the management team, client, employees, supply chain partners and volunteers.
- Lead the account HSE team in the support of day-to-day operations on the management and reporting of all accidents/incidents/near misses ensuring timely investigations are undertaken and reported, corrective actions assigned, learning from experience applied and updates provided as required within set timeframes.
- Anticipate / be aware of future HSE legislation changes and make plans to adapt to new legislation in a controlled / timely manner.
- Identify and facilitate the delivery of HSE related training to relevant account stakeholders ensuring minimum stated EMCOR UK/client specified competence levels are maintained.
- Lead the development and delivery of Level 3 assurance activities in line with the QHSE Assurance framework.

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- Engage collaboratively with the QHSE team, including Head of Safety Operations for matters pertaining to EMCOR UK HSE functional authority.
- Represent or delegate to HSE team members the attendance to the monthly Community of Practice (CoP) and any subordinate peer groups that are formed to review or develop Health, safety, wellbeing, and environmental initiatives.
- Support the development and implementation of the account BTFL culture group and effective management of culture board activity.
- Support the development and implementation of the balanced scorecard gaining insight from and acting on the intelligence from the performance indicators.
- Lead and co-ordinate interactions with relevant statutory bodies and regulatory agencies, e.g. Health and Safety Executive or ONR where applicable.
- Assist operations in ensuring compliance with all HSE statutory requirements, accredited processes and procedures, contract, and client specific requirements.
- Manage the reviews of existing policies, procedures, and safe systems of work to include the suitability of risk assessments, methods statements and permit to work and the competence of those undertaking them.
- Bring to the attention of the Head of Technical Assurance, any hazards or risks not addressed in the company safety policy or procedures.
- Assist operational teams by attending audit and reviews as requested on HSE related client audits.
- Manage internal and external audits and the completion of corrective actions within specified timeframes.
- Manage and support the team of HSE professionals, specifically the HSE Manager, Projects Assurance manager, HSE Advisors including professional development / performance / PDR's / recruitment.
- Advise and support the account management on all HSE issues, promoting accountability and responsibility as define within the accountability framework.
- Develop collaborative and trusted working relationships with the operations team, client representatives and supply chain partners to deliver effective HSE management.
- Support effective business communication through advice, review, leadership and direct contribution to management and team meetings, briefings, consultation forums, correspondence, publicity, monthly and ad-hoc reporting and other publications, as appropriate.
- Manage the contract based, proactive, occupational health programme on a risk-based basis.
- Ensure all the submissions to all accreditations – RoSPA, British Safety Council and environmental Awards are planned and submitted.

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems, or outsourced services.

- Responsible for a HSE Team with direct reports
- Functional authority for safety matters over enabling functions including HR, operations, and procurement.
- Working in concert with the procurement function to oversee safety related information provided by the supply chain partner including RAM's and the competency of operatives.
- Maintain and execute the tenets of organisational ISO frameworks including but not restricted to ISO 900/ 45001/3/14001, acting as site-based expert for internal and external audits against these standards.

Person specification

Describe the knowledge, skills, qualifications, personality, and experience required for the job.

- Level 6 Diploma Occupational Health & Safety, or equivalent (NEBOSH Diploma)
- Hold or working towards chartered status as professional development.
- CMI Level 5 in Management & Leadership (or Equivalent)
- A minimum of 5 years' experience in a Health and safety leadership role.
- Previous experience of working in a regulated environment.
- Recognised qualification and experience in the management of environmental management systems and legislative frameworks.
- Auditor trained or auditing experience.
- Experience of ISO 9001, 14001 and 45001 and 45003 standards.
- Comprehensive knowledge and understanding of all aspects of safety and risk management.
- Working knowledge of quality management systems with a degree of procedural technical and HSE compliance.
- Methodical and disciplined approach to work prioritisation and management.
- Good oral and written communicator at all corporate levels.
- Ability to work as part of and lead, develop and positively influence and inspire both own and operational team.
- Ability to work on own initiative and deliver key objectives.
- Able to work under pressure.
- Empathetic & empowering.
- Guide, coach and coordinate the work of others.
- Excellent networking skills and the ability to build / maintain relationships at all levels.
- Detailed understanding of HSE legislation.
- Good IT skills.

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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| <ul style="list-style-type: none"> • Required to have the ability to obtain Security Clearance. • Travel will be required. • Current valid driving licence. |
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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	