

SHEQ (Safety, Health, Environment and Quality) and Facilities Manager– Job Specification



Job Title: SHEQ (Safety, Health, Environment and Quality) and Facilities Manager
Reports To: Operations Director
Salary: £40,000+ per annum depending on experience
Hours: Monday – Friday 37.5 (flexi time)

Company Background

AcraStyle Limited is an electrical engineering company which designs, manufactures and tests high-voltage substation protection and control equipment. Since 1962 we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service.

The role

An exciting opportunity has arisen within AcraStyle for a SHEQ (Safety, Health, Environment and Quality) and Facilities Manager.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We have the right to close this vacancy early if a suitable applicant is appointed or a high volume of suitable applications is received.

Responsibilities include, but not limited to:

- Assist the CEO & Managing Director and Operations Director in the formulation and implication of the company's SHEQ policies to comply with current legislation.
- Develop and maintain SHEQ policies relevant to all types of workplaces within the company and the upkeep of H&S method statements, risk assessments.
- Deliver site health and safety inspections and audits and deliver the companies health and safety training, which includes toolbox talks and health and safety inductions and in general increase health and safety awareness and environment awareness amongst all employees promoting a positive H&S change culture within the company.

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- To maintain a system for recording, reporting and investigating injuries, accidents and dangerous occurrences. Provide statistical summaries to the Management Team and make recommendations for improving recurrence prevention and controls.
- To respect that no job is so important it is not worth taking the time to do it safely.
- Assistance in the vetting of suppliers' SHEQ performance.
- Liaison with clients during SHEQ audits.
- Develop and prepare budgets for SHEQ related training, activity and initiatives.
- Monitor and measure safety performance through internal audits, communicate the findings and assist in the development of improvement plans.
- Develop and maintain a range of communication medium e.g. health & safety intranet, health and safety company notice boards etc.
- Develop, implement, and deliver comprehensive site authorisation and induction systems and training for new staff, agency workers, visitors, and contractors.
- Proper and timely assessment of risks to health and safety, and implementation of measures and arrangements identified as necessary from the assessments.
- Liaise with relevant Managers relating to the provision and use of relevant safety equipment, LOLER, and clothing etc.
- Assist in the preparation of the site and project specific operating procedures to ensure contract obligations are met.
- Assist in preparation of Risk assessment and method statements (RAMS) for off-site work, conduct toolbox talks.

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- Provide safety support to site(s) to develop good management principles, procedures and cultures to reduce the safety, health and environment risks to all persons affected by the company and its operations.
- Actively identify areas for improvement and give safety advice to relevant personnel, ensuring that personnel are proactive, up to date and comply with legislation relating to safety, health and the environment.
- Identify initiatives that will raise the safety profiles and reduce accidents.
- Development of benchmarks/key performance indicators in monitoring and managing business targets.
- Review high risk contractors' method statements, provide any assistance required in assessing method statements, and monitor the implementation of the same on site.
- Maintain monthly workplace checks within the company.
- Continuous development and implementation of the company's existing Quality Management Systems, policies and procedures, with a view to maintaining ISO9001, ISO14001 and ISO45001 accreditation'.

Essential certification and skills

- NEBOSH- National Diploma or General Certificate
- Proven experience of ISO standards like ISO 9001 (quality), ISO 14001 (environmental), and ISO 45001 (occupational health and safety)
- Experience in risk assessment, hazard control, and incident investigation.
- Need to be able to lead and motivate teams, as well as influence senior management.

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In return, we can offer a competitive salary along with employee benefits:

- Additional holidays (32 days per year pro rata inc. bank holidays)
- Early finish on a Friday
- Long service awards
- Loyalty day bonuses
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Company Mental Health First Aider
- Ongoing engagement activities
- Internal and external training opportunities
- Access PayWise+
- Perkbox