



SHEQ Manager Role Profile

1. Job Title: SHEQ Manager

2. Reports to: Dept Heads

3. Job Purpose:

- To assist with the implementation, development and improvement of the Company Management System relating to Safety, Health, Environmental & Quality.
- To advise and guide all staff both internal and sub-contractor working on projects with regards to the implementation of the SHEQ policies and procedures.
- To deliver Construction Phase Plans for company projects and submit to clients under CDM regs.
- To work with all staff to ensure risk assessments are prepared and reviewed as necessary and assist with their preparation if necessary.
- Support the Managers/Directors in the production, review and implementation of the relevant Project Management Plans and Safety, Health Environmental & Quality documentation.
- Ensure that monthly/quarterly Health & Safety inspections are carried out.
- To liaise with client representatives in relation to SHEQ management.
- Develop new and improve existing SHEQ processes throughout the business.
- Ensure SHEQ compliance throughout business.
- Assist the business with SHEQ compliance during bid and tender process.
- Production of weekly/monthly reports capturing the SHEQ issues and proactively making recommendations for improvements.
- Identify training requirements for the team with regards to SHEQ.
- Create and lead training for SHEQ requirements.

4. Key Skills:

- NEBOSH General Safety or equivalent.
- Experienced in managing Health and Safety as a Tier 1 contractor.
- Experienced with ISO9001, 45001 and 18001

5. Authority:

- Provide final approval on all SHEQ related project requirements, or provide escalation channel to board for high level decisions.

6. Requirements/Competencies:

- Background in Internal and External Telecoms and M&E is desirable.
- MOD experience is desirable.
- Civils experience is essential.
- Computer literate with exceptional understanding of all Microsoft applications.
- Have great attention to detail.
- Highly organised.
- Self-motivated.

Whilst every endeavour has been made to outline all duties and responsibilities of this post, a document such as this does not allow every item to be specified in detail. Broad headings have therefore been used, but all the usually associated tasks and routines are naturally included in this job description.

Issued By

Name **Signature** **Date**

Received by (Role Holder)

Name **Signature** **Date**