

## JOB DESCRIPTION

### Group Health, Safety & Environment Manager

As Group HS&E Manager you will be responsible for providing a comprehensive health and safety service across the business to ensure the company remains compliant with all relevant legislation. You will be responsible for the Health & Safety Team.

In this role, you will be responsible to the Group Managing Director.

### Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

This role will include, but is not limited to, the following duties:

- Take ownership and responsibility for HSEQ practices and performance, developing guidelines and initiatives to constantly enhance efficiency
- Implementation of day-to-day health & safety including risk assessments and method statements, site inspections, new site set-up health & safety files and accident investigations establishing root cause and corrective actions
- Maintaining all health and safety policies and updating as required ensuring the company is proactively aware of any changes to health & safety legislation
- Providing clear and concise reports, procedures and guidance documents
- Lead operational and management teams in identifying any areas of concern and opportunities for continuous improvement
- Provide professional support and advice to all staff on Safety, Health, Environmental and Quality matters.
- Be responsible for retaining and the renewal of our QEMS accreditations such as ISO 9001, 14001 and 45001 as well as maintaining other accreditations such as: CHAS, Constructionline, SafeContractor etc
- Assist staff and contractors in respect of compliance with relevant legislation, client standards and contractual arrangements.
- Provide support in developing, reviewing and monitoring of the HSEQ Plan and objectives and targets.
- Provide positive leadership and promote the adoption of best practice.
- Drive the philosophy of safety ownership throughout all levels of the organisation
- Be the point of contact for the HSE & Environmental Agency
- Participate and deliver health & safety campaigns, initiatives & training including a monthly bulletin



### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with the development of Meldrum Group, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the group and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....



**PERSON SPECIFICATION**  
**Group Health, Safety & Environment Manager**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Hold a NEBOSH qualification</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>• Significant experience in an HSEQ role within a construction company</li><li>• Excellent communication skills</li><li>• Experience in multi-site health and safety role</li><li>• Be a motivated self-starter with the ability to engage &amp; influence at all levels</li><li>• Have an in-depth understanding of accredited management systems &amp; their maintenance</li></ul>	<ul style="list-style-type: none"><li>• Previous experience within the construction industry</li></ul>
<b>Safety Skill Sets</b>	<ul style="list-style-type: none"><li>• Valid CSCS Card</li><li>• BREEAM Training</li><li>• First Aid at Work</li><li>• IOSH</li><li>• Lifting Operations Appointed Persons</li><li>• Safe Working at Height</li><li>• SMSTS</li><li>• Temporary Works Co-ordinator</li><li>• Train the Trainer – Risk Assessment</li><li>• Train the Trainer – Asbestos Awareness</li><li>• Train the Trainer – Manual Handling</li><li>• Train the Trainer – Abrasive Wheel</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"><li>•</li></ul>	