

JOB DESCRIPTION

Role Title:	HSEQ Assistant	Location:	Bildeston
Department:	QuESH Department		
Reports to:	Teresa Gorham – QuESH Manager	Direct Reports:	None

Role Overview:	<p>To support our Health, Safety, Environmental and Quality Team.</p> <p>The ideal candidate has some experience working in an Environmental or Health and Safety role, or with ISO Standards or some knowledge of Environmental, Safety or Sustainability principles.</p> <p>You will be working with and assisting the Team, learning about how we manage the risks associated with all aspects of our business activities.</p> <p>Maintaining and seeking continuous improvement of all aspects of Health, Safety, Environmental and Quality standards within the workshop and on all external locations.</p>
Roles & Responsibilities:	<ul style="list-style-type: none"> • Support the department and business in developing and maintaining our management systems, ISO 9001, 14001, 45001, including departmental inspections and external audits • Provide support to ensure the ongoing compliance of our FSC & PEFC accreditation, including daily data gathering, review of external databases and assistance with compliance visits • Production of monthly sustainability reports for Main Contractors • Organise and manage the removal of all waste streams (including hazardous waste) • Assist the E & Q Manager on our Net Zero Journey • Management of Occupational Health Nurse services. Liaising with service provider, booking rooms and making appointments. • Support in the production of Method Statement / Risk Assessments (RAMS), Quality Plans, ITP and Checklists as well as other site paperwork • Working with other departments to improve the sources of data and collation of information • Support with any other HSEQ administrative tasks as required • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Good administrative skills including data analysis • Good IT skills, using, Word, Teams, Excel etc • Ability to coordinate • Have a can-do attitude

JOB DESCRIPTION

	<ul style="list-style-type: none">• Good communication and interpersonal skills• Strong organisational skills• Good time management and time keeping• Ability to prioritize workload and deal with busy deadlines• Awareness of confidentiality and sensitivity		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none">• Awareness of BREEAM / WELL / LEED Accreditation• Good report writing• Experience within the Construction / Manufacturing industry		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none">• Environmental Management qualification• IOSH Managing Safely or NEBOSH General Certificate• First Aid• Fire Marshall		
Key Internal Relationships:	<ul style="list-style-type: none">• QuESH Manager• QuESH Team• Workshop departments• Office departments• Site Teams		
Key External Relationships:	<ul style="list-style-type: none">• Main Contractors• Suppliers / Sub Contractors• 		
Prepared By:	Teresa Gorham	Date:	August 2022