

## JOB DESCRIPTION

<b>Job Title</b>	<b>Quality, Health, Safety and Environment Manager (part time)</b>
<b>Location:</b>	<b>UK</b>
<b>Reports to:</b>	<b>Director of QHSE</b>
<b>Overview of Role:</b>	
<p>This will be a leading business support role in a UK based marine consultancy which currently employs around 50 people. Houlder provides technical service to the commercial and public sectors of the marine and offshore energy industries. Areas include design, consultancy, advisory, procurement, supply, installation, commissioning, maintenance and technical support services relating to ships and marine assets.</p> <p>In this role, you will manage our Business Quality Management System to support our current activity and continual improvement across the company and maintain our ISO 9001 and 45001 certification.</p> <p>Working closely with Directors and designated Houlder employees, you will help Houlder meet its management objectives and enhance business performance and customer value within the organisation.</p> <p>The Houlder offices around the UK will be available for your use, however this would suit a home-working environment. It is envisaged that this role will be undertaken on a three-days-per-week (or equivalent) basis,</p>	
<b>Key Responsibilities:</b>	
<p>Your responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>• Management of the Houlder QHSE function</li> <li>• Maintaining and supporting continual improvement of the ISO 9001 and 45001 certification programme</li> <li>• Managing and leading internal &amp; external QHSE audits and supporting audit schedule</li> </ul>	
<b>Main duties:</b>	
<p>Your duties will include the following:</p> <ul style="list-style-type: none"> <li>• Ensure QHSE processes and standards are effectively implemented and managed across all business activities</li> <li>• Manage, develop and maintain the ISO 9001 and 45001 accreditation approval process, with our external regulator (Currently LRQA)</li> <li>• Ensure that Houlder business activity is analysed and the Legal Register maintained to ensure legal compliance with UK statutory law and regulations.</li> <li>• Manage, and conduct internal QHSE audits</li> <li>• Manage and lead the Houlder team during external ISO QHSE audits</li> <li>• Analyse and report audit findings with the aim of harnessing best practice and eradicating non value processes</li> <li>• Maintain, analyse and report to company executives on Houlder's performance against standards and procedures</li> <li>• Prepare, control and schedule regular Management Reviews regarding performance against Houlder objectives</li> <li>• Work towards achieving ISO 14001 certification as part of creating an integrated management system</li> </ul>	

- Review and assess the management systems currently being used, evaluating how these are aligned with the objective of establishing consistent processes throughout the company
- Seek to continually introduce new and improved processes which benefit the deliverables to Houlder clients and provide easy-to-use procedures for employees.
- Work towards achieving ISO 14001 certification as part of creating an integrated management system
- Initiate, develop and present training programmes in order to increase awareness, performance and understanding of QHSE processes
- Manage and review risk and COSHH assessments
- Undertake supplier approvals in accordance with Houlder process
- Manage and maintain company Display Screen Equipment assessment programme
- Spend time as required at HL's offices throughout the UK and other work-sites as required
- Any other duties as may reasonably be required from time-to-time and within the employees physical capability

**Experience:**

Essential

- 10 years of demonstrable experience in a QHSE role
- Knowledge of ISO 9001, ISO 45001 and ISO 14001 standards
- Three years of demonstrable experience in a QHSE management role
- Auditing skills associated with QHSE activities
- Accident and incident investigation experience

Desirable

- QHSE experience associated with engineering design & consultancy services
- Experience in the marine, renewables or defence industries

**Qualifications & Accreditations:**

Essential

- NEBOSH diploma or equivalent qualification
- Qualified and experienced Lead Auditor

Desirable

- HND, HNC or Degree qualified

**Competencies for this role will include the following:**

- Thorough knowledge of Quality, Health, Safety and Environmental legislation and requirements in the UK
- Good working knowledge of Microsoft Office software products
- Planning & Organising: Ability to establish efficiently an appropriate course of action for self and/or others to accomplish a goal
- Communication: Able to express facts, ideas or feedback in a clear and concise manner
- Clear & concise report writing
- PUWER & LOLER understanding
- Train-the-Trainer skills