

JOB DESCRIPTION	
Job Title	Safety, Health, Environmental & Quality (SHEQ) Compliance Manager
Key role objective	The principle function of this position is to ensure WJ UK's Quality, Health, Safety and Environmental policies are implemented consistently across the company. To develop, implement and monitor WJ's Integrated Management System (IMS) to reviewing all Quality, Health, Safety and Environmental related strategies, policies and procedures, risk assessments and safe working practices in accordance with relevant Legislation and standards. To work proactively with staff of all levels to establish and maintain efficient & safe systems of work and a safe environment.
Reports / Responsible to	General Manager (Line Manager)
Key areas of responsibility	<ul style="list-style-type: none"> • To develop, maintain and continuously WJ's Integrated Management System (IMS) to reviewing all Safety, Health, Environmental and Quality (SHEQ) related strategies, policies and procedures, risk assessments and safe working practices throughout WJ UK in accordance with relevant legislations and standards • Inspire, motivate and advise company personnel, contractors and suppliers on SHEQ matters. • Provide support and guidance on SHEQ matters throughout the business. • Ensure that an audit and mentoring regime is devised, implemented and effectively provides the focus for verification of SHEQ policies, processes and procedures within the business including audits of suppliers are performed and are satisfactory. • Conduct Internal Audits, assessments and inspections to verify effective implementation and conformance to legislation, standards and IMS with its policies, processes and procedures. • Carry out training and mentoring of staff and contractors to ensure they are capable and competent to undertake the tasks allocated to them. • Maintain the company's ISO9001, ISO14001, OHSAS18001, Achilles UVDB & Building Confidence & Constructionline certifications in accordance with our IMS policies, processes and procedures. • Promoting and raising awareness, at all levels of an organization, of the impact of SHEQ issues, whether legislative or best practice are briefed to the business and any requirements implemented • Monitoring, measurement and recording of SHEQ objectives and KPI's ensuring this information is cascaded down throughout the organization in a timely manner. • Compile monthly SHEQ reports to Directors, Senior and Middle Managers and execute assigned actions in a timely manner. • Ensure compliance to applicable legal and other statutory requirements. • Ensure that any safety or Environmental accidents, incidents or near misses are reported immediately to the Directors and Senior Management Team and

	<p>that investigations are carried out to identify the root causes and promote the lessons learned throughout the organization.</p> <ul style="list-style-type: none"> • Influence at all levels and develop relationships to develop a positive SHEQ culture within the business <p>To be responsible for own health and safety and that of colleagues, in accordance with current construction guidance and relevant national legislation. To undertake such other duties as may be reasonably expected.</p> <p>The board of WJ Groundwater Limited is committed to the implementation and certification of an Integrated Management System to ISO9001, ISO14001, and OHSAS18001 across all of its territories</p>		
Qualifications & Experience	<ul style="list-style-type: none"> • A relevant professional qualification e.g. NEBOSH Diploma, NVQ level 5 Diploma in Occupational Health & Safety Practice • ISO 9001, ISO14001 & OHSAS 18001 Auditor experience is desirable but not essential. • Proven experience leading SHEQ at a high level and the ability to influence is key • Excellent written and interpersonal skills and the ability to challenge constructively. • Good technical and engineering understanding • Effective team working and networking skills and the ability to work independently using own initiative. • The ability to plan, prioritize and organize own workload. • Extensive knowledge of effective SHEQ management strategies and best practice. • Detailed knowledge of current SHEQ legislation and other requirements and their application in the workplace. • Flexibility to travel throughout the UK to visit our project sites and WJ yard facility. • Full UK Driving License 		
Working Conditions	<p>The role is predominately office based at our UK head office, but you will be expected to visit our other offices works sites in the UK as required.</p>		
Physical Requirements	<p>The role is predominately office based, but does require that the candidate utilizes a Visual Display Unit (VDU) as part of their day to day activities.</p>		
Approved by	Neil Coulter	Signature	
Date Approved	25/03/2019	Next Review	25/03/2020