

Job Description

Job Title	SHEQ Advisor
Department	H&S
Location	Bathgate and Homeworking, travel as business needs require.
Reporting to	Health & Safety Manager
Line Manager to	N/A
Key Relationships	Health & Safety Manager, Health & Safety Advisor, Technical Compliance Manager, Quality Inspector, HR, Online Academy Coordinator, Sureserve Group H&S and Compliance Teams, Senior Management Team, Operational Managers and Teams, Customers, Client, External Audit Stakeholders, Training Providers.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of the Role

Everwarm are pleased to announce that we are looking for a SHEQ Advisor to join our H&S team. Working in our Bathgate office, with an element of home-working available, also supporting our site and field teams; you will be responsible for the SHEQ support functions, including but not limited to SHEQ compliance, audits and inspections, collection of KPI data, business systems, operational performance management, the SHEQ training function, sub-contractor management, insurance claims and Company accreditations. You will work closely with the Sureserve Group H&S representatives and your local HR team in the delivery of weekly Inductions to contribute to the achievement of a safe and profitable business.

We are looking for a reliable, safety-focused, audit professional to support the Health and Safety Manager and lead on internal and external audits, as well as co-ordinate all internal training requirements.

Main Duties and Responsibilities:

The SHEQ Advisor will lead the way with the goals of the business at the forefront of their daily activities and take direction from the Health and Safety Manager and Group Governance and Compliance Director to achieve the business' vision.

- Provide effective and high-quality health and safety advice to all employees and communicate on this regularly and proactively.
- Support and promote accident/incident reporting in line with internal policies and procedures.
- Oversee, update, and manage the Integrated Management System for Everwarm in order to maintain compliance and ensure continual improvement of our systems.
- Carry out internal HSQE audits on the Integrated Management System and its supporting processes/procedures at planned intervals to determine whether the management system conforms to the requirements of the business and ISO 9001, 14001, 45001 and 50001.

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- Continually improve the effectiveness of the quality management system in relation to energy services using the quality policy, quality objectives, audit results, analysis of data, corrective and preventative actions and management reviews.
- Lead, monitor and maintain certifications and accreditations such as CHAS, Achilles, Altius, Constructionline re-certification of accreditation, whilst updating the internal compliance tracker.
- Assist in preparation and lead quality aspects of external body audits i.e., NQA, Achilles, NICEIC with support from Department Heads.
- Take the lead in managing the HSQE training function using a training matrix. Produce reports identifying shortfalls to Senior Management and Department Heads. Liaise with Department Heads and assist in organising training/organise training or deliver training, where possible.
- Monitor incoming mail via HSQE inbox and take appropriate action - i.e., toolbox talks, audits, notification of external audits, Close Calls, Gas Safe and OFTEC applications etc.
- Assist the Business Development Team with completing PQQ's/Tenders etc.
- Carry out DSE (Display Screen Equipment) Assessments – required for all PC & laptop users.
- Assist H&S Manager with sub-contractor vetting administration process.
- Assist H&S Manager in the preparation, review and updating of policies, procedures and RAMS.
- Apply for and manage company OFTEC & Gas Safe certification for new and leaving engineers.
- As Fire Safety Coordinator liaise with responsible person on fire matters, appoint Fire Marshal's, familiarise marshals with their roles and responsibilities and ensure weekly fire alarm test and weekly inspections are carried out.
- Carry out site and office inspections/audits in conjunction with the H&S Manager.
- Carry out and administer Company Inductions process for new starters.
- Assist H&S manager with compiling information for monthly board report.
- Other tasks as required/directed by H&S Manager.

Qualifications/Skills/Experience:

- NEBOSH National General Certificate / NVQ Level 3 in Occupational Health & Safety
- ISO 9001:2015 Lead Auditor Training Course (desirable)
- Should be adept in use of a range of business systems and programmes - i.e., Excel, Word, PowerPoint, Internet, and email.
- Must be able to communicate with other members of the team, providing support, training, and assistance as required. Must also be confident and presentable, able to communicate with clarity and precision both verbally and in writing. Must be a natural team player. Must be an excellent face-to-face and telephone communicator.
- Must be able to understand company and client requirements and apply suitable solutions as required.
- Should demonstrate sound judgment and good common sense and be able to clearly convey and justify decisions.
- Must be capable of identifying and making key decisions relating to his or her assignments.
- Must be able to work well under pressure, to adapt quickly to changing priorities and to maintain focus on key tasks during busy periods.
- Self-driven, results-oriented with a positive outlook and clear focus on high quality. Natural forward planner. Critically assesses own performance.
- Empathic communicator, able to see things from the other person's point of view.
- Keen for new experience, responsibility, and accountability.
- Strong organisational skills
- Good management/leadership skills.

Additional Requirements:

- Disclosure Check
- UK Driving Licence
- Flexible Approach

What We Offer

- Competitive salary
- Employer contributed pension scheme

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- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.