

CLARKE CHAPMAN LIMITED

Title:	QHSE Manager			
Report to:	Line Management:	Director/Business Manager	Functional management:	Managing Director
<ul style="list-style-type: none"> • Review and amend the Clarke Chapman QA Manual as and when necessary (i.e. to reflect changes to the ISO system or the business needs). • Conduct CC audits as necessary to ensure compliance with the Group QA Manual. • Conduct spot audits periodically to ensure compliance by the businesses with the Group QA Manual and ISO system. • Give advice on the Group QA policy when required. • Produce an annual CC Group management review report. • Attend audits with third party assessors at inter-company sites/locations of the Group. • Maintain company accreditations ISO 45001, 9001 and 4001. • Keep the businesses of the Group up to date of any QA issues that may affect them. • promote quality achievement and performance improvement throughout the organisation; • setting QA compliance objectives and ensuring that targets are achieved; • working with purchasing staff to establish quality requirements from external suppliers; • ensuring compliance with national and international standards and legislation; • considering the application of environmental and health/safety standards; • agreeing standards and establishing clearly defined quality methods for staff to apply; • defining quality procedures in conjunction with operating staff; • setting up and maintaining controls and documentation; • identifying relevant quality-related training needs; • liaising with customers' auditors and ensuring the execution of corrective action and compliance with customers' specifications; • establishing standards of service for customers or clients; • preparing clear explanatory documents such as customers' charters; • monitoring performance through audits and gathering relevant data and producing statistical reports. <p>Health, Safety and Environmental:</p> <ul style="list-style-type: none"> • preparing health and safety strategies and developing internal policy; • carrying out risk assessments and considering how risks could be reduced; • outlining safe operational procedures which identify and take account of all relevant hazards; • carrying out ad hoc site inspections to check policies and procedures are being properly implemented; • planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices; • attending safety committee meetings; • making changes to working practices that are safe and comply with legislation; • leading in-house training with managers and employees about health and safety issues and risks; • keeping records of inspections findings and producing reports recommending improvements; • keeping records of incidents and accidents and producing statistics for managers; • keeping up to date with new legislation • liaising with officials from the regulatory authorities to ensure the organisation is compliant with mandatory regulations; • producing management reports, newsletters and bulletins; • compilation of CDM documentation i.e. H&S plans and H&S files etc • carrying out accident investigations on site and producing subsequent reports and recommendations; • carrying out fire drills; • managing hazardous substances and the disposal of chemicals, e.g. asbestos; • advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases. • Assist in establishing and implementing Quality, Health & Safety and Environmental policies and procedures within Clarke Chapman Services to comply with ISO 9001:2015 and a safe system of work to Clarke Chapman HS&E policies <p>Undertake any other duties which may be necessary to ensure quality, safety, quantity and the needs of the business are met</p>				
Key Accountabilities:				
<ul style="list-style-type: none"> • Ensure all systems are Customer focused and simplified • Carry out audits to monitor compliance to the management system and to produce reports on audit results for action by the functional manager • Advise and co-operate with the businesses personnel on all aspects of the management system • Co-ordinate HS&E activities applicable to the business • Site safety performance 				

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Education & Qualifications:

- HND equivalent or higher in a relevant discipline
- Recognised Health & Safety qualification (IOSH or NEBOSH certificate)
- ISO45001, ISO9001 and ISO4001 Auditor Training.

Experience & Key competencies:

Ideally to have:

- Site operation know how
- Proven experience in a similar role within a medium/heavy engineering environment would be advantageous
- Knowledge and experience of quality standards in particular ISO 9001: 2015
- Fully experienced with IT Software packages – Word, Excel, Project, Outlook
- Strong report writing skills with the ability to communicate findings clearly and effectively.
- Knowledge of relevant legislation and regulations governing HSE practices.
- Excellent analytical skills with a keen eye for detail, particularly in conducting root cause analysis.
- Strong interpersonal skills with the ability to engage effectively with diverse stakeholders.
- Full valid driving licence

Interfaces:

Internal:

Project engineering, project management, procurement, production, site engineering, Corporate QESH department

External:

Customers, suppliers, alliance/JV partners' engineers