

JOB TITLE	Environmental, Health and Safety Manager
LOCATION	Bristol Area
EMPLOYMENT	Permanent
REPORTS TO	General Manager

DESCRIPTION OF FUNCTION

The Environmental, Health and Safety (EHS) Manager will provide health, safety and environmental leadership across the site, whilst being a champion of compliance and best practice. The postholder is responsible for the management of safety systems and safe systems of work, as well as monitoring and managing compliance with environmental requirements and relevant ISO standards and other accreditations.

JOB RESPONSIBILITIES & DUTIES

- Lead the embedding and development of a positive safety culture at all levels across the business unit.
- Establishment and improvement of site procedures and safety related systems.
- Ensure compliance with site environmental permits or licences as well as specific working plans, including general administration and auditing.
- The management of monitoring regimes for the site and ensuring that all monitoring/recording is carried out in line with permit requirements, company procedures and industry best practice in a safe manner at all times.
- Review any monitoring data collected and provide guidance/advice/corrective actions on problems identified.
- Help to prepare any environmental monitoring reports and submissions to internal and external bodies in compliance with permits and licences, and in accordance with company procedures.
- The interpretation of relevant data to assess and improve the effectiveness of current control measures at the site, manage appropriate actions to prevent health and safety incidents, environmental breaches or other environmental incidents.
- Regular communication with management teams, regarding ongoing EH&S controls, ensuring all personnel are provided with relevant data and information within agreed timescales.
- Ensure all management systems and infrastructure on site are maintained at optimum levels and where necessary oversee and assist in maintenance duties as required by the GM.
- Act as a focus for health and safety issues, liaising closely with central SHEQS team to ensure best practice and business requirements.
- Chair regular H&S meetings to communicate site performance and issues identified, working closely with the site teams to resolve outstanding and arising items.
- Ensure timely reporting of incidents and accidents in line with statutory and company requirements
- Lead investigations into safety and environmental incidents and accidents, to identify root causes and recommendations for improvement.
- Collation of health and safety data, monitoring of performance against KPIs and company standards and production of necessary monthly and other reports.

- Undertake contractor monitoring during works to ensure compliance with safety and environmental procedures.
- Provide health and safety support and leadership during planned and unplanned plant outages, taking a proactive role in monitoring contractor health and safety arrangements.
- Work closely with the site teams in the development of the plant to maintain high productivity.
- In conjunction with the management team, ensure the site meets its obligations regarding the environmental permit, and notify the GM of any breaches or potential risks to the environment.
- Act as audit lead, ensuring site is fully prepared for all internal and external audits relating to ISO, safety, and environmental aspects.
- Carry out site inspections and audits to assess compliance with health, safety & environmental company standards and make recommendations for improvement.
- Deliver safety and environmental initiatives to the site team. Create and present toolbox talks as appropriate.
- Actively monitor, maintain, and manage environmental and health and safety risk assessments, SSOW and method statements to ensure best practice and prevention of incidents and accidents.
- Liaison with regulators as required, building positive and constructive relationships, presenting the organization in a positive, professional, and appropriate way at all times.
- Act as the focal point for environmental and safety advice on site; and seeking additional guidance from central SHEQS team when required.
- Play a lead role as a part of the site's emergency response organisation.
- Full accountability to take all reasonable steps to prevent any event that could cause health, safety or environmental harm. Full authority to contact any Leadership Management Member (LMM) on a pressing health, safety, and environmental matter.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

KE1 – Knowledge of ISO45001.
KE2 – Awareness of the relevant management standards ISO9001, ISO14001, ISO 50001.
KE3 – Full knowledge and understanding of health and safety and environmental legislation and best practice.

Desirable

KD1 – Knowledge of environmental databases and EWC codes.

SKILLS

Essential

SE1 – Good analytical skills with a clear thought process and high level of accuracy.
SE2 – Highly computer literate with the ability to interpret and collate environmental data.
SE4 – Self-motivated with the ability to work to deadlines and constantly juggle priorities.
SE5 – Excellent attention to detail.
SE6 – Good team player.
SE7 – Strong interpersonal and influencing skills.
SE8 – Ability to communicate fluently and concisely through written and verbal channels.

Desirable

D1 – Team management and leadership Skills.

EXPERIENCE

Essential

EE1 – Significant experience of permitted / regulated activities and processes, preferably within a controlled emissions environment.

EE2 – Experience of managing health and safety and environmental compliance within a complex workplace.

EE3 - Practical experience of data management and interpretation using Excel and other data analysis software.

EE4 – Experience of environmental databases.

EE5 – Experience of leading and driving safety culture transformation.

EE6 – Experience of liaising with external regulatory bodies with track record of building strong relationships.

Desirable

ED1 – Contract administration and management.

QUALIFICATIONS

Essential

QE1 – Science based Degree (or equivalent in relevant subject) or comparable experience.

QE2 – IOSH / NEBOSH (or equivalent) safety Qualification.

Desirable

QD1 – CMIOSH or member of appropriate safety organisation.

QD2 – Leadership or management Qualification.