

## Job Specification

**Job title:** QHSE Advisor (Part-time - 15 hours per week)

**Working location:** Hethel Engineering Centre

**Reporting to:** Managing Director

**Responsibility for others:** None

**Job Description:** Responsible for the maintenance and preservation of the Company's accreditations for F4N, UVDB, ISO 9001, ISO 14001 and QHSAS 18001, with a view to encouraging continuous improvement across the company, and meeting our QHSE aims and objectives.

- Complying with all relevant Company Health, Safety and Environmental policies
- Responsible for the creation, production and the document control for QSHE policies, processes and procedures
- Managing the internal QHSE audits programme and conducting audits
- Collating QSHE records and data
- Recording and facilitating the close out of Non-Conforming Reports
- Producing accurate reports on QHSE performance
- Maintaining the legal compliance registers
- Participating in the Health and safety and QHSE management review meetings, including taking meeting minutes as required
- Liaising with departments around the business to follow up on agreed action.
- Assisting the Directors with general administration as requested

- Pre-requisites:**
- You will have a proven history of success in a QHSE role
  - A working knowledge of ISO 9001, ISO 14001 and QHSAS 18001
  - You will have qualification in Health & Safety, such as NEBOSH Certificate (Essential) and environmental qualification such as IEMA or a quality recognised qualification (preferred).
  - Strong initiative and extremely well organised, methodical and efficient with the ability to self-motivate
  - Excellent communication skills, both written and in person
  - You are expected to conduct yourself in a professional manner compatible with the goals and aims of the company
  - Positive attitude
  - Good time management skills and a strong delivery performance
  - Assess, manage and resolve problems/issues
  - Adapt and react to internal and external customers
  - Flexible attitude and ability to cope well with the demands of a rapidly growing company
  - Willingness to learn and develop as an individual
  - Team orientated

The above list is not an exhaustive list of duties and you will be expected to be flexible in your working attitude, and complete additional tasks to support the company and the overall business objectives of the organisation.