

**V A C A N C Y**  
**APPLICATIONS WELCOME FROM INTERNAL AND EXTERNAL**  
**CANDIDATES**  
**THE CLARKE CHAPMAN GROUP LIMITED**  
**HSE MANAGER**

The HSE Manager will be responsible for HSE at the Gateshead and Leeds sites/offices and will be based primarily at the Gateshead office with a requirement to travel to any other inter-company/customer/supplier site within the UK as and when required which may include overnight stays.

**Responsibilities and main duties will include, but will not be limited to the following:**

1. Ensure continuous improvement of HSE performance.
2. Carrying out risk assessments (including for site based work) and considering how risks could be reduced whilst maintaining comprehensive statutory risk registers.
3. Outlining safe operational procedures which identify and take account of all relevant hazards.
4. Carrying out ad hoc site inspections to check policies and procedures are being properly implemented.
5. Ensure regular monitoring of workplace conditions and oversee auditing functions.
6. Planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices.
7. Organising and attending local safety committee meetings.
8. Advise local management teams of statutory and regulatory changes, recommend suitable Company actions or strategy, managing through to completion/adherence.
9. Identify any HSE training needs and advise or coordinate as appropriate.
10. Coordinate and drive all HSE initiatives and improvements.
11. Maintain and report on HSE statistics on a monthly, quarterly and annual basis, coordinating meetings and ensuring compliance throughout the Company with best practice.
12. Maintain all site statutory HSE records.
13. Producing management reports, newsletters and bulletins.
14. Compilation of CDM documentation i.e. H&S plans and H&S files etc
15. Carryout local activities such as fire drills.
16. Managing hazardous substances and the disposal of chemicals, e.g. asbestos.
17. Advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
18. Ensure up to date knowledge of HSE best practice and legislation is communicated throughout the business including taking the lead to issue bulletins and newsletters as required.
19. Developing a positive health and safety culture, along with HSE policies and procedures (reviewing and improving existing policies and procedures) and ensuring the HSE procedures and systems are fully implemented across the Gateshead and Leeds businesses.
20. Preparing HSE strategies, establish and implement Health, Safety and Environmental policies and procedures within the Company to ensure compliance with legislation and a safe system of work to Clarke Chapman HSE policies.
21. Deliver HSE training where necessary, taking the lead in training initiatives.
22. Act as the point of contact with external regulatory bodies (HSE Executive, Environmental Agency etc) liaising with officials to ensure the organisation is compliant with mandatory regulations.
23. Lead the implementation of ISO 14001 where required (subsidiary business already has this accreditation).
24. Develop and maintain a systematic audit schedule of people, plant and processes ensuring compliance with all statutory legislation.

The HSE Manager will also be required to work alongside the QHSE Manager within Clarke Chapman's subsidiary business, Clarke Chapman Facilities Management Limited (CCFM), on various initiatives and projects as directed by the Directors and senior management of all Clarke Chapman businesses/divisions. This may involve working as part of a Team, and/or taking the lead on initiatives/projects/tasks such as:

25. Creating and maintaining a culture in which all employees feel safety has a high value and that they are clear about responsibilities, safety aims and objectives within the Company.
26. Develop training programs to help reduce workplace accidents and incidents.

27. Prepare, convene and facilitate regular HSE Meetings with senior management teams and HSE personnel throughout the Group to share knowledge and best practice.

28. Collating and reporting of company-wide HSE performance and accident statistics.

The above is not an exhaustive list of duties and you may be required to undertake other duties within your capabilities as directed by operational and functional management.

## **EXPERIENCE**

### **Must have:**

Relevant HSE experience; IT Skills, MS Office (Excel/outlook/word/Powerpoint); good communicator across all levels of the business and effective leadership skills; comprehensive knowledge of ISO 45001 and 14001 standards; Strong influencer; Presentation/meeting facilitation skills; Training design and delivery experience; Strong HSE commitment and willingness to be a proactive HSE role model and leader; Experience of policy writing and good attention to detail; ability to build good working relationships across all levels of the business.

### **Preferred, but not essential:**

Experience of working in a medium to heavy industrial engineering environment.

## **QUALIFICATIONS**

Minimum HND level, in an appropriate discipline or an equivalent qualification with demonstrable experience in a similar role. National recognised qualifications in HSE (i.e. NEBOSH); Full valid Driving Licence.

Security clearance will be required for specific client sites (this will be organised by the Company)

## **APPLICATIONS PACKS CAN BE OBTAINED BY:**

**EMAIL [julie.graham@clarkechapman.co.uk](mailto:julie.graham@clarkechapman.co.uk) or TELEPHONE 0191 4772271.**

**If, by reason of a disability, you may have problems completing an application form, please advise when you request an application pack**

**APPLICATIONS TO BE RETURNED BY: 9.00AM FRIDAY 30<sup>TH</sup> OCTOBER 2020**