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| ROLE PROFILE | | | |
| Job title | SHE Manager | Date |  |
| Business |  | | |
| Department | H&S | | |
| Location |  | | |
| ROLE SUMMARY (main purpose) | | | |
| A leadership role with responsibility for developing Health, Safety & Environmental standards and ensuring that these are embedded within the site. Responsible for setting the strategic framework for the management of these standards and for defining and delivering against objectives that enable both the achievement of these standards and continuous improvement.  Provide information, giving technical guidance on all Health, Safety and Environmental matters, identifying and advising on current and future requirements and ensuring that systems, policies and processes are in place  to support the continuing development of a SHE culture across the site. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Site Director | | |
| Direct & indirect reports | SHE Coordinator / Technician | | |
| Key internal stakeholders | Managing Director/Production Director/ Engineering Manager/Occupational Health/Personnel Manager/ Managers & Team Leaders/Hygiene Manager/Safety Representatives/Transport Manager/wider SHE team/Group H&S and Responsible Business teams | | |
| Key external stakeholders | Insurers, HSE/EHO, Brokers/Fire authority/Key suppliers/Environment agency/Waste control companies | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * To act as the sites’ lead competent person for Health, Safety and Environment (SHE)Report performance to senior management team and other stakeholders- including incident performance and proactive measures e.g. plan implementation * Set the strategic framework for the management of Health, Safety and Environmental standards, engaging stakeholders to ensure that these standards are understood and embedded. * Develop, review and monitor SHE objectives and targets across the site. * Provide guidance and advice to the senior team to ensure that the site complies with statutory obligations and best practice. * Make recommendations, propose options and develop implementation plans to ensure that the site maintains compliance in all areas of SHE. * Communicate to and influence the senior management team * Lead from the front on the site SIF audit program, ensuring it is in line with Group requirements and owned by Site SLT members. * Work closely with the engineering manager to help them discharge their responsibilities and make sure the right checks and balances are in place * Liaise with external enforcement agencies where applicable, in a productive, respectful manner * Promote good practice across the group where applicable * Provide coaching, specialist advice and practical support on all SHE matters to all levels of the site. * Implement and oversee the site SHE committees/working group – with Chair of the committee by a Director. * Keep up to date with new SHE legislation and best practice developments that affect the site, ensuring that when necessary, policies, procedures and processes are appropriately updated. | | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES CONTD. | | | |
| * Responsible for ensuring performance data is presented in formats aligned to group requirements in timely manner. * Assist in the identification of SHE training needs for employees across the site. Develop, deliver or facilitate this training as required. * Lead investigations and assist others to investigate incidents / accidents. * Ensure the effective management of corrective actions, reporting internally and externally if required. * Ensure the effective communication of lessons learned. * Develop themselves and ensure their continual professional development (CPD) is up to date * Work with the personnel teams to ensure a competency framework is implemented to ensure key stakeholders at all levels understand their responsibilities and accountabilities for SHE * Advise the Managing Director on the RIDDOR Regulations and report incidents on behalf of the site * Inspect and audit standards (especially high consequence areas) and reporting findings to the Senior Management team * Advise and support projects and new machinery purchase to ensure our legal requirements are met and we get it ‘right first time’ * Work with the personnel and occupational health teams to ensure that health issues are well managed and risks are reduced * To complete any other duties and responsibilities when requested * To carry out the duties and responsibilities of the post at all times | | | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE | | | |
| Qualifications | NEBOSH Diploma or equivalent (European Qualification Framework (EQF) Level 6) [Acceptable qualifications](https://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx) – CMIOSH preferable  National / professional qualification (preferably degree level) in Environmental Management  IEMA Associate Certificate | | |
| Experience | Previous SHE experience (preferably 3-5 years)ideally gained within a manufacturing environment  Experience in planning and implementing projects  Experience of working with and developing partnerships  Experience of giving presentations and/or facilitating workshops  Experience in report writing | | |
| Skills/ Knowledge | Knowledge of ISO14001:2004 and 2015 standard  Will understand how a H&S culture is developed and implemented and be able to put into place strategies to engage others in our H&S journey  Up to date knowledge of environmental legislation, such as packaging regulations,  High attention to detail  Communication  Influencing  Negotiation  Data analysis  Problem solving  Project management | | |
| PERSONAL ATTRIBUTES & BEHAVIOURS | | | |
| Professional approach  Collaborative  Positivity  Resilience  Confidence  Reliability  Proactivity  Adaptability  Can do attitude | | | |
| COMPETENCIES FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. | | |
| Resource Management | Effectively manages resources and cost drivers to achieve sustainability productivity and profitability. | | |
| Technical Expertise | Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop. | | |
| Self-management | Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals. | | |
| Values People | Demonstrates the belief that people are out most important asset and central to the success of the organization. Everybody should be treated with dignity and respect at all times. | | |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal customers and external customers/ consumers is the foundation of our success. | | |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. | | |
| Flexibility & Adaptability | The ability to change and adapt your behavior or work procedures when there is a change in the work environment, for example as a result of changing customer needs. | | |
| Initiative & Taking Ownership | Steps up to take personal responsibility and accountability for tasks in line with PQP and Federalism | | |