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| **Role Profile** |
| **Job title** | Safety, Health and Environmental Manager |
| **Reports to** | Site Director |
| **Responsible for** | Overseeing and implementing health and safety procedures onsite |
| **Working Hours** | Monday – Friday - must also be flexible. |
| This profile is only intended for illustration. It is not an exhaustive list of roles and responsibilities which may well evolve over time |

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| **Overall Purpose of the Role** |
| * Working with the site operational team and implementing a proactive strategy to Health and Safety
* Creating Policies and Procedures for the site.
* Building working relationships with all stakeholders.
* Investigating accidents and investigations and working on a solution to reduce the risk of these reoccurring.
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| **Responsibilities** |
| * Align the HSE strategy to the overall business strategy
* Manage the internal audit programme and demonstrate HSE system compliance, in line with external requirements
* Encourage a safety culture and develop plans to achieve this
* Liaise with other key departments to ensure the organisation has the right capability to meet HSE requirements
* Assist departments in creating safe systems of work through risk assessments
* Lead and assemble the HSE strategy to ensure legal and other requirements are maintained to enable external audit and accreditation
* Manage employee liability, public liability claims and HSE prosecutions effectively by working with appropriate legal departments
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| General Duties and Responsibilities |
| * Manage overall risk assessment processes to minimise health and safety risks and disseminate assessment findings appropriately
* Act as the interface with local regulatory authorities and insurers on key matters such as fire risk assessments, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting, emergency planning and safety improvement plans
* Continually look to improve by linking own objectives to support the business, and seeks learning and development opportunities
* Measure and report the success of HSE solutions and service, through business and HSE Key Performance Indicators (KPIs), in contributing to the businesses effectiveness and attainment of overall objectives, including culture change
* Review trends of health and safety incidents to develop improvement strategies
* Ensure on-going reviews and assessment of business continuity plans are being carried out ot ensure plans are comprehensive and robust
* Actively encourage a safety culture and drive plans to achieve this
* Advise client groups on potential risk associated with business decisions and influences them to take appropriate action
* Demonstrate an understanding of your own responsibilities as a manager to health, safety and environment as per company policy and carry out the company Safe Operating Practices (SOPs) and procedures
* Demonstrate an understanding of waste management; the legislative requirements and associated costs
* Demonstrate an understanding of the CRC Energy Efficiency Scheme and the commercial impact on the organisation
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| **Key Skills and Experience (Competencies)** |
| **Key Skills** * National Examination Board in Occupational Health and Safety (NEBOSH) Diploma
* Lead Auditor training
* Food Safety – Level 4
* IEMA certificate in environmental management
* Demonstrate a fluent understanding of appropriate ICT programmes

**Experience** * Experience of modern food manufacturing practice
* Demonstrate a good knowledge of HSE legislation
* Demonstrate an understanding of the financial implications of poor HSE practices
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