

## Job Description

Job Title: HSEQ Officer (Health, Safety, Environmental)	Salary: c£40k Pro-rata
Reports to: Managing Director	Hours: 20 - 30 hours per week
Location: Kimbolton or as reasonably required	Direct Reports: Nil

### Main purpose of the role

To ensure that the company's policies are followed in all areas of the business

- Health and Safety
- Training
- Product Quality
- Environmental Quality

### Key Responsibilities & Tasks

- Ensure that all policies, procedures and work instructions comply with legislation, codes of practise & company guidelines and manage a formal review process
- Ensure that all company activities are carried out in compliance with its policies
  - Achieved by ensuring all records are accurately maintained
- Ensure that all training and training documentation is up to date
  - Costs incurred in external training must be within agreed budget
- Complete all investigations (into incidents accidents, near misses & complaints) ensure that root causes are correctly identified and agreed corrective actions are carried out accurately on time & budget
- Ensure that PPE is managed according to agreed policy and within agreed budget

- Minimum 5 years-experience in a manufacturing environment
- Must be able to demonstrate good working knowledge of company management systems
- NEBOSH General Certificate is required
- Minimum 3 years auditing experience
- Good communicator, needs to be able act as an ambassador when dealing with auditors, customers and visitors and hold company employees accountable for their actions

### Attitudes

- Likes to know and follow the rules and ensure others work according to the rules
- Keen to understand and improve the production processes
- Organised
- Team Player