



Job Title: QESH Assistant

Reporting Structure:

The QESH Assistant is a member of the Assurance staff and reports to the Group Assurance Director.

Management Responsibility:

The post holder may be from time to time asked to supervise trainees, juniors and lower skilled personnel. This may include the provision of guidance, basic skills and communicating best practice. The QESH Assistant will be responsible for deputising for the Assurance Director in their absence. Duties extend also to all Group locations as well as any installation locations.

Main Duties:

Departmental activities and tasks for example:

- Review standards
- Administration of departmental activities
- Document control
- Recording, investigation and review of all QHSE non-conformities
- Hazard identification and risk assessment
- Health, safety & environment inspections
- Generate and distribute newsletters
- Generate QHS & E Plans
- QHS & E internal audits
- Training & briefings
- Liaise with and administer maintenance activities
- Organise and contribute to QESH improvement activities

General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Preferred Qualifications/training:

Nebosh National General Certificate

Internal Auditor

Sentinel PTS