

THE EUROPEAN MARINE ENERGY CENTRE

JOB DESCRIPTION AND PERSON SPECIFICATION

HEALTH, SAFETY AND ENVIRONMENTAL MANAGER

Reports to: Operations & Technology Director

Purpose: To have responsibility for the development, implementation, maintenance, and improvement of health, safety and environmental (HSE) management in line with relevant legislation and EMEC's requirements. To have responsibility for reviewing the effectiveness and efficiency of health, safety and environmental management systems in place, conducting assessments of current measures and reporting shortfalls and practical solutions.

Responsibilities:

1. Carry out thorough and timely assessment of risks to HSE, implementing practical solutions identified from the assessments, and assisting with all matters relating to HSE.
2. Provide guidance to departmental managers on responding to workplace HSE complaints and accident investigation with the view to the elimination of the root cause(s).
3. Provide support to project managers on all scopes of work relates to HSE, including management of 3rd party HSE contractors or contractors' HSE representatives.
4. Maintain EMEC's HSE policies & procedures, H&S legal register and H&S risk register and provide operating and emergency procedures in line with company needs.
5. Assist with compliance to ISO standards and any other HSE standards as they apply to the business (ISO14001 & ISO45001), assisting the Quality Manager and liaising with external organisations during audits and inspections.
6. Maintain appropriate HSE records of key activities including risk assessments, accidents/incidents, competency and authorisations, waste, work equipment, etc.
7. Assist with the organisation and/or provision of HSE training to EMEC personnel and assist in the management of HSE inspections such as fire and first aid, and management of COSHH.
8. Manage HSE enquiries, taking appropriate action with a timely response and escalation where necessary.
9. Support the Operations & Technology Director and/or Finance Director with managing the incident and accident system, by reviewing incidents and escalating as appropriate, ensuring that the incidents logged are complete and followed up where necessary.
10. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.

11. From time to time carry out other assignments which may differ from the above as instructed by the Operations and Technology Director.
12. Work closely and flexibly with all EMEC staff from across the business.

Reports: There are no direct reports to this position.

Person Specification

Education:

Essential – Educated to degree level or have equivalent relevant experience.

Desirable – NEBOSH/NVQ Level 3 Occupational Health & Safety or equivalent.

Skills & Knowledge:

Essential - Knowledge of health, safety and environmental management requirements. Understanding of conducting site audits.

Desirable – HAZID/HAXOP experience. Experience with HSE legislation, particularly concerning high pressure systems.

Personal Attributes:

Essential – Strong organisational and decision-making skills. Excellent verbal and written communication skills. IT Literate (including working knowledge of Excel, Word and SharePoint). Innovative thinker and commercially aware. Excellent interpersonal and communication skills.

Experience:

Essential - Previous experience and responsibility in a similar role.

Desirable - Previous experience of site operational management responsibility.

Special Conditions Associated with the Role

Ability to travel occasionally to operational sites.