

## Job Description

### QHSE Adviser & Quality Lead

**Reports to**

QHSE Manager

**Direct and Indirect Reports**

None

**Our Mackley Mission**

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

**Our Vision and Values**

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

**Job Purpose**

The QHSE Adviser & Quality Lead will provide QHSE support to the business whilst leading the Quality function within J T Mackley to ensure compliance with all regulatory requirements & to facilitate the improved performance of both the operational & support functions by applying Quality Management principles.

**Accountability**

**Quality**

- Maintain a working knowledge of all related legislation and ensure compliance.
- Work to and within the Mackley Integrated Management System, including company procedures, policies and instructions whilst regularly communicating progress with your line manager.
- To assist the QHSE Manager in maintaining & developing the Quality Management System in accordance with the requirements of the company’s Integrated Management System.
- Manage & record non-conformances & circulate on a prescribed format to the relevant managers.
- To improve the company’s Health, Safety and Quality performance by monitoring & engagement to ensure continual improvement.
- To assist the QHSE Manager in monitoring any changes in legislation that may impact on the company whilst keeping the Health and Safety Legal Register and company procedures up to date.
- Ensure the Company’s policies & procedures are in place & adhered to.

**Health, Safety & Environment**

- Undertake site inspections & audits.
- Perform site Health, Safety and Quality legal compliance audits.
- Manage & record non-conformances & circulate on a prescribed format to the relevant managers.
- Maintain the legal Health and Safety register & confirm any new legislation impacts & requirements.
- Undertake incident investigations with root cause analysis to enable continual improvement implementation.

**Stakeholders and Communication**

- To participate in Health, Safety and Quality committees, meetings and appropriate seminars as required.
- Advising on Health and Safety risks for new projects.
- Provide Health and safety advice to sites and office teams on legislation, best practice and associated measures. Support could include production and delivery of formal training, additional visits, advice on specific issues and assistance in producing site plans.
- Assisting with on-site briefings to recognise hazards & minimize risks in the workplace.
- In the absence of the QHSE Manager liaise with all outside agencies in Health, Safety and Quality matters to ensure compliance.
- Communicating Health, Safety and Quality requirements across the Company.
- Co-ordinate audits by external bodies as necessary.
- Carry out third party audits.

**Productivity**

- Monitor the offices & sites against documented targets & report on improvement. Take further actions where necessary.
- Undertake site inspections & audits.
- Assist the QHSE Manager wherever possible in introducing new technology, techniques, or procedures as necessary to continuously improve Health, Safety and Quality performance.
- Reporting all non-compliance issues to the relevant Operational Manager.
- Monitoring improvement actions to ensure they are implemented.
- Investigating carbon foot printing.
- Maintain an audit schedule & carry out audits to ensure compliance with the various standards used by the business.
- Monitor action close out to ensure implementation and report as required.

**Key Result Area's**

- **Time/efficiency** – Plan and deliver results to the agreed programme & timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote the right 1<sup>st</sup> time approach to the agreed specification and standards.

**Person Specification**

**Qualifications**

- NEBOSH Construction Certificate or equivalent
- Lead Auditor 9001/14001/45001
- NEBOSH Environmental Management (desirable)
- GCSE in Maths & English

**Training**

- Full UK driving license
- Appropriate CSCS card
- Site Safety Plus – Site Environmental Awareness Training Scheme certificate (desirable)

**Skills & knowledge**

- Proven attention to details
- Proven organisational skills & experience
- Excellent communication skills
- Understanding of core health safety and quality principles & regulations
- Working knowledge & understanding of construction sites & working on or near water (inland & tidal)
- Report writing

**Experience**

- Experience with the maintenance of Integrated Management Systems
- Experience with working within Health and Safety Management Systems ISO 45001.
- An understanding of Environmental Management Systems (ISO14001) would be desirable.
- Lead Auditor ISO 9001/45001
- Experience in administration of QA systems
- Experience in the construction industry (desirable)

**Personal qualities**

- Flexibility to work in different locations, which will therefore involve travelling to sites
- Planning, organisation & interpersonal skills
- Proven team player
- Ability to interact with & influence all interested parties at all levels.
- Compassion for the environment & sustainability
- Ability to influence individuals & teams
- Ability to find ways to improve own level of knowledge & skill by networking both within & outside the company
- Is motivated to drive self-development using all available resources to achieve success

**Technology skills**

- Working knowledge of Microsoft Suite (including Word, Excel, PowerPoint)
- Working with Common Data Environments (CDEs)

**Relationships**

<i>Internal</i>	<i>External</i>
Head office staff	Clients
Site personnel	Government Agencies
	Suppliers
	Auditors

**Additional information**

You will be expected to travel to various sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.