


HSEQ Officer			
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Job Description

Department/location:	HSEQ Dept/Honiton/Southwest
Hours of work:	Monday-Friday 0830-1700
Reports to:	HSEQ Manager, Avonmouth
Holiday:	25 days + 8 bank holidays
Other benefits:	Bonus scheme, pension scheme, life insurance, private healthcare, company sick pay


General:

Future Industrial Services Ltd is a member of the Augean Group. The HSEQ Officer is a member of the Group HSEQ team, which supports all aspects of HSEQ compliance across the company. The role sits within the Corporate Stewardship team (CS team), which has overall responsibility for ensuring compliance with the Health & Safety, Environmental and Quality (HSEQ) requirements associated with our site permits and our Integrated Management System. The CS team are custodians of the sustainability aspirations of the company through our Environmental Social and Corporate Governance (ESG) commitments.

The HSEQ Officer works directly with the site team at Honiton and other satellite sites across the Southwest and the operational functions to maintain high standards of safety, general health and environmental compliance.

Main Duties:

- Support and embed a proactive safety culture through positive engagement on site and throughout Augean's activities.
- Provide HSEQ support and advice to the business operations as specified by the Group Head of HSEQ to ensure compliance and standards are maintained; and promote procedural changes to align with good, safe working practices.
- Assist the operational teams with HSEQ aligned tasks such as the development of risk assessments and safe systems of work.
- Carry out and assist with HSEQ inspections and audit against IMS procedures for the business.
- Assist external auditors and help Augean to maintain required certification and accreditation.
- Assist in the development of safety and compliance competency of operational teams.
- Ensure the timely and complete close-out of HSEQ queries from both internal (i.e. Augean) and external (i.e. stakeholder) sources.
- Assist in proactive management of regulatory issues and the preparation of effective and timely responses to regulatory queries and inspections.
- Assist with onsite training and toolbox talks to Augean staff, contractors and customers as required.
- Assist with reporting of daily incidents, identifying unsafe acts and conditions and safe acts / good practice for health and safety, environmental and quality issues.
- Provide support to development of risk assessment, method statements, procedures and permit application supporting documentation.
- Ensure compliance with all site Planned Preventative Maintenance (PPM) deliveries.
- Assist with delivering HSEQ campaign programmes.
- Ensure internal stakeholders are kept informed of upcoming and new requirements.
- To undertake all duties with due regard to health, safety and environment.
- Use site visits to gather and promote best practice across the Group.
- Uphold and demonstrate the company values and behaviours at all times and actively promote these with Group colleagues, with customers and with external stakeholders.

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- Support the generation, maintenance and accurate reporting of HSEQ statistics and data.
- Any other reasonable duties as and when required.

General H&S Responsibilities:


- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Maintain the physical security of FIS equipment in your possession along with any goods transported in accordance with Company Security policies.
- Maintain the security and confidentiality of Company information and data in accordance with Company IT Security and Data Protection policies.
- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

Person Specification

Qualifications/Training	E / D*	How assessed***
NEBOSH L3 General Certificate in Occupational H&S	E	CV
Environmental Awareness training	E**	CV
Car driving licence valid for the UK to travel to other sites	E	CV
Experience		
Experience of working in a H&S or HSEQ role	E	CV
Experience of working in the waste industry or industrial services	D	CV
Specific Post Knowledge/Skills		
Good working knowledge of MS Office applications especially Word, Excel, Outlook and PowerPoint	E	CV/I
Good working knowledge of H&S legislation	E	CV/I
Good working knowledge of environmental legislation	E**	CV/I
Good working knowledge of ISO standards 90001, 14001, 45001	E	CV/I
Understanding of the health & safety requirements and compliance for working in the hazardous waste sector	E	CV/I
Personal Characteristics		
Has a positive approach to all things HSEQ, contributing to a safety culture across the business	E	I
Good standard of written and spoken English to write clearly and concisely using fact-based observation	E	CV/I
High level of integrity and dependability	E	I
Able to work as part of a team or independently, setting own priorities	E	I

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Strong problem-solving skills with the ability to exercise sound judgment and make decisions based on accurate and timely analyses	E	I
Professional approach to work and able to work confidentially	E	I
Willing to travel to other sites	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV (cv); Interview (I); Presentation (P); Practical Assessment (PA)