



Terms of Reference / Job Description

Company Job Title	QHSE Senior Manager
Working Hours	Monday to Friday 9am to 5pm
Approximate time spent away from Orbital Offices (i.e. on site)	This role is based predominantly within our Staffordshire office however the individual may be required to travel to client premises on an occasional basis.
This position reports to:	President of Orbital UK
Organogram	<p style="text-align: center;"> President of Orbital UK QHSE Senior Manager H&S Team Quality Team </p>
Primary Duties:	<ul style="list-style-type: none"> • Support the President in operating the company’s Strategic plan. • Support and deliver a leadership style that promotes and upholds Orbital’s values and behaviours at all times. • Work with the President to create, and oversee the development of a 3 to 5-year strategy for the QHSE function including the recruitment, training and management of resource to ensure that personal and business objectives are met. To also include the establishment of goals and objectives for yourself and the team that align with the overall business plan and the operational, commercial and financial strategies for the organisation. • Creation, management and reporting of Key Performance Indicators (KPIs) the nature and frequency of which to be agreed with the President; • Management of the QHSE budget, to generate the best ‘value’ for the company. • Direct and manage the Company QHSE Management systems for the whole of Orbital, including the review and auditing of the systems in accordance with Company and Project Audit and Inspection plans, designed to measure the level of compliance with both Project and Company requirements. Provide updates to the President, the nature and frequency of which to be agreed with the President. • Provide support to all areas of the business as required, to include: <ul style="list-style-type: none"> ○ 3rd Party Company QHSE Approvals for Orbital ○ QHSE content of Client Pre-qualification questionnaires, and sales proposals ○ Liaise with and support Client QA auditors and their audits

	<ul style="list-style-type: none"> ○ Liaise with Clients/Client's Representatives on all Project H&S matters, providing supporting documentation as per contract requirements and attending client QSHE related meetings and any regular progress meetings as agreed throughout the Project. ● Advise, communicate, consult, liaise and engage with colleagues regarding QHSE issues. This should include: <ul style="list-style-type: none"> ○ Initiatives to raise the SHE profile and employee engagement across the company ○ Co-ordinate and lead the arrangements for monthly SHE Focus Group and H&S Representatives. ● Provide/direct company-wide training on all relevant QHSE related topics. ● Work in close partnership with all managers to ensure a safe working environment across the Orbital business, providing support and guidance as necessary. ● Responsibility for all QHSE Audits, including the management of the audit relationship, preparing for and supporting throughout the audits, and ensuring that all findings from Audits and Inspections are closed and actioned to the required level, i.e. by updating Company procedures, direct feedback to the functional Director/Project Manager, Toolbox talks/staff briefings etc. ● Ensure correct recording and monitoring on all Accident and Incident reports received, carrying out the necessary level of investigation and review of findings with President, producing associated reports as required. Undertake routine low-level health surveillance checks as and when required. ● Pro-actively ensure continuing professional development, attendance at networking/educational forums and regular review of industry updates to ensure full readiness and legal compliance
Secondary Duties:	<ul style="list-style-type: none"> ● Support the HR Process for new entrants to the Company and provide Orbital Company Health & Safety Inductions as required. ● Regular communication with the President and Vice Presidents to communicate any QHSE regulatory changes that would provide business opportunities for sales/engineering
Essential Skills:	<ul style="list-style-type: none"> ● NEBOSH Diploma (or equivalent) with a minimum of 5 years working within a QHSE environment. ● Experience of undertaking Accident/Incident investigations and production of associated reports (both internal and external). ● Strong sense of commitment and able to communicate and interface across all levels. ● Forward thinking and uses initiative to continuously deliver improvement ● Producing and delivering Audit programme and analysing Audit and Inspection findings. ● Previous management / leadership experience within a small

	<p>team.</p> <ul style="list-style-type: none"> • Proven track record in QHSE Management and QHSE Management standards (ISO9001, 14001, BS OHSAS18001, industry schemes etc.). • Excellent knowledge of Quality Standards, Health and Safety and Environmental Standards and legislation. • Experience of handling 3rd party and customer auditors. • Experience of 'tender and in-contract' QHSE activities. • Experience in Design, manufacture, Installation and service industry. • Experience with and Knowledge of current CDM regulations. • Extensive experience with Risk Assessments & Method Statements • Excellent written and verbal communication skills with ability to build rapport and communicate appropriately at all levels. • Self-motivated with the ability to work both individually and as part of a team. • Fully competent in the use of Microsoft Office programmes.
Desirable Skills:	<ul style="list-style-type: none"> • At least 5 years of experience in the Petrochemical and/or Natural Gas industry or working on similar type Projects. • Experience of work with National Grid. • Train the trainer/presentational skills

Last Updated: 10/01/2018 HW/PDW