

Health, Safety & Compliance Officer

Reports to: Board of Directors

Job purpose

We are looking for a dynamic and experienced Health, Safety & Compliance Officer who with the support of our Health & Safety Consultant be responsible for leading and managing all aspects of Health, Safety & Training for the company.

Reporting directly to the Board of Director's you must have experience within the domestic and commercial plumbing & heating industry. Able to manage budgets, commercially focussed and results driven. This is a fantastic opportunity for the right candidate to further develop our field and office based staff to be leading by example when it comes to health & safety.

Main duties and responsibilities

- Work with our Consultant and Operations Managers to develop and maintain health and safety management system ensuring compliance to all statutory legislation and regulation.
- Liaise with key stakeholders to draft policies and procedures for review and sign off.
- Liaise with our Consultant to develop and enhance the use of our on-line system (i-auditor) as a tool to monitor, manage and record full compliance across the business.
- In conjunction with our Health & Safety Consultant chair regular management meetings and toolbox talks with Managers and engineers.
- Investigating recorded incidents to ensure that cases are identified, and action is taken to prevent reoccurrence.
- Maintain accurate incident statistic and report these to the board through a monthly report.
- Stopping any unsafe systems of work or poor working practices where there is deemed to be a risk to the health, safety and wellbeing of employees.
- Provide health and safety support to the wider team in conjunction with external consultants to develop and support delivering training to employees and managers including conducting training needs analysis on health and safety related competencies.
- Responsible for inducting all new starters, co-ordinating with our Stores department to ensure all appropriate equipment is issued & leavers.
- Overall responsibility for managing the auditing programme across the company.
- Managing all procurement requirements in relation to health and safety.

Knowledge & Skills:

- Qualified and experienced in the management of health and safety to a minimum of NEBOSH General Certificate Level
- IOSH Managing Safely / Site Management Safety Training Scheme
- Gas Safe qualified
- Ability to work with employees and clients at all levels of the business assisting with their understanding of all Health & Safety regulatory requirements with a strategic outlook and ability to develop and adapt procedures to the ever-changing needs of the business
- A patient but persistent approach, prepared to chase down responses and information from both internal and external parties at all levels in a professional and diplomatic manner
- Proficient in the use of the Microsoft Office suite able to produce reports, etc
- Knowledge of I-auditor would be advantageous

The successful candidate will be adaptable, presentable, with strong people skills. To be effective in the position, the holder requires the ability to develop and maintain a broad understanding of the firm's business and its culture plus a good relationship with colleagues at all levels.

Competencies

- **Accountability** Accepts responsibility for own actions, good outcomes and self-development. Demonstrates commitment to accomplish tasks and objectives with integrity in an ethical, efficient and aware manner.
- **Collaboration** Working co-operatively and flexibly with colleagues in own area and beyond to achieve company goals and vision
- **Flexibility** The ability to adapt to changing priorities and job requirements.
- **Communication and Influencing** The ability to communicate ideas persuasively, both verbally and in writing.
- **Risk and Awareness** Understanding and operating within the relevant legal, statutory, regulatory and company policies and practices at all times.
- **Forward Thinking and Innovation** Sustaining success by taking responsibility to think innovatively to problem solve, pre-empt problems and challenges and complete tasks to a standard that continuously improves performance – their own and the Company's.

- Ensuring that the action undertaken are contributing to the overall reputation, sustainability and growth of the Business. This includes:
 - Ensuring that service and quality standards are compliant and that the Gregor Guarantee and values are understood and delivered by all staff

Key Relationships

Internal

Board of Directors, Managers, Engineers & Administrators

External

Clients, H & S Consultant, Contracts Managers

Gregor Heating's Values

Passion –We are passionate about the quality of our work and the service we provide to our customers, suppliers and each other

Pride –We are proud of our Company and our reputation and are committed to being the best we can

Professionalism –We are qualified and well trained team, always behaving in a professional manner treating everyone with courtesy, respect and consideration

Protective –We will protect the reputation and sustainability of our business and are accountable for every decision we make. We are trusted and reliable

Proactive –We are forward thinking. We use the very best technology, equipment and training to always be able to provide the best solution for the customer

To express interest in this role please email a CV to steve@gregorheating.co.uk