

## Cobalt Energy Ltd – Job Specification

**Job Title:** SHEQ Manager

**Package:** Basic Salary ≈ £50-60K + car allowance, pension, health care & annual bonus

**Job Location:** Buxton, Derbyshire, SK17 6HF

**Reporting to:** Operations Director

### Company Overview:

Cobalt Energy is an Engineering Services company operating in the Power, Renewables and Waste sectors. We provide project life-cycle support to EPC Contractors, technology providers and owner/operators supporting projects from conception to operation. Our main service offerings are:

- Project Development
- Engineering Consultancy
- Construction & Project Management
- Testing & Commissioning
- Operations & Maintenance
- Contracted Service Solutions
- Technical & Commercial Due Diligence & Advisory Services

### Purpose of Job:

The SHEQ Manager will be responsible for the company Health, Safety, Quality and Environmental Management Systems and ensuring that they are maintained and legally compliant across the business. The SHEQ Manager will also drive improvements across these disciplines throughout the business.

The SHEQ Manager will act as the competent Health & Safety Practitioner under the Management of Health and Safety at Work Regulations (1999) to provide advice and assistance to the CEL Board in meeting their Health and Safety responsibilities.

The SHEQ Manager will work proactively at all levels within the organisation to establish and maintain integrated management systems to the highest Health & Safety, Environmental and Quality standards.

The candidate will be based in the Buxton office, but will be required to take an active role on multiple construction and operational sites to ensure that the company systems and processes are being fulfilled. UK wide travel and overnight stays will be required.

### Duties and Key Responsibilities:

- To ensure the company's SHEQ policies and procedures are prepared, implemented and adhered to across the organisation. This includes the requirements stipulated by any management system accreditations.
- In conjunction with the senior management team, develop a short, medium and long term improvement plan, programme and targets for the implementation of an integrated management system for the business.

- Assessment of business risks arising from Health, Safety and Environmental indicators and prepare risk profiles (Health and Safety - hazard and risk. Environmental - aspects and impacts) relating to the company's operations and develop objectives, targets and management programme.
- To keep abreast of Health & Safety and Environmental legislation and ensure the senior management team and all managers are appropriately advised on changes to legislative requirements.
- Monitor through inspections, audits and safety tours the effectiveness of the SHEQ management system and make recommendations to improve safety procedures and work practices when required.
- Ensure all statutory inspections required are completed and records are accurate and up to date.
- Ensure Company compliance with any Environmental Agency operating licence through required monitoring and reporting, where applicable.
- Manage the company OHSAS 18001, ISO14001 and ISO9001 accreditation.
- Lead and coordinate all efforts relating to the company transition from ISO:9001 2008 to ISO:9001 2015.
- Ensure that the current ISO:9001 accredited quality management system is retained, focusing on current live action plan, and coordinating all surveillance audits. Also ensuring that quality indicators are maintained across the business and that quality standards are embedded across the organisation.
- Carry out regular programmed internal audits and facilitate external certification audits.
- Ensure accident investigations are carried out to the required standard and within a suitable time frame, producing supporting documentation and implementing proactively, corrective action plans, including recommendation of possible disciplinary action.
- Prepare regular reports on SHEQ performance, including Accident and Near Miss Reporting for the senior management team and liaise with relevant authorities as necessary.
- Assist in the identification of training needs for employees and develop and deliver training as required across the Health, Safety, Quality and Environmental disciplines to ensure legal competence levels throughout the organisation.
- Lead and motivate Health & Safety representatives to guarantee involvement and commitment to a positive Health & Safety culture, including handling initiatives from monthly Health and Safety meetings.
- Monitor, manage and report on the services provided by contractors in line with the Company SHEQ standards and safe working practices.
- Report any notifiable breaches Health and Safety or Emissions to the relevant authorities and senior management team.
- Initiate and manage process for applying for and maintaining recognised Health & Safety, Environmental and Quality Awards, i.e. RoSPA Gold.
- The above duties are not exhaustive. The job holder will also be required to carry out other ad hoc duties that are necessary.

## Personal Specification

Technical requirements include:

- Minimum 5 years' relevant experience.
- A member of the Institute of Occupational Safety and Health (IOSH).
- A relevant professional qualification e.g. NEBOSH General Certificate.
- A good working knowledge of the CDM2015 Regulations.
- Experience of Health, Safety, Environmental and Quality Management systems
- Extensive knowledge Health, Safety and Environmental legislation and best practice.
- Educated to Degree Level, or able to demonstrate equivalent experience, in relevant discipline (Sciences, Engineering, Environmental etc.)
- Good working knowledge of construction, commissioning and operation of thermal and renewable power generation plants and facilities.
- Holds appropriate professional qualification such as ISO lead auditor, OHSAS Chartered Environmentalist etc.

Personal attributes required include:

- Excellent interpersonal skills with the ability to challenge constructively.
- Effective team working, networking skills and the ability to work independently using own initiative.
- Competent and proficient with Microsoft Word, Excel and Powerpoint, with the ability to effectively and efficiently produce, review and implement procedures and systems.
- Excellent written and verbal communication skills.
- The ability to plan, prioritise and organise own workload.
- Ability to manage and motivate people.

We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff; and we are not looking for any new agencies at this time.

Please send a cover email & up to date CV to: [hr@cobaltenergy.co.uk](mailto:hr@cobaltenergy.co.uk).