

Job Vacancy

Health, Safety, Environment and Quality Manager



Job Title	Health, Safety, Environment and Quality Manager
Reporting to	Operations Director
Salary	Approx. £35,000 (based upon experience)
Location	Helston, Cornwall
Experience	Experienced
Contract basis	Permanent, Full-Time
Start date	As soon as possible
Closing date for applications	5 PM, 4 February 2019

Job Summary

This is a great opportunity for an experienced Health and Safety, Environment and Quality (HSEQ) Manager to join our rapidly expanding satellite communications company at a crucial stage of its development. Satellite and Space Communications is a broad subject with engineering applications across a wide field including, for example; health, agritech, aviation, earth observation and environmental monitoring, digital media, maritime communications and monitoring, science exploration, security, and much more. Goonhilly Earth Station Ltd is a world leading satellite & space communications company, with mechanical, civil, electrical, satellite communications and other engineering specialisms, located at the UK's southern-most point.

Primarily, we are seeking a qualified, motivated, hands-on HSEQ Manager who will establish, manage and monitor policies standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety are adhered to, especially in this

engineering construction and installation environment. In addition, the role will also establish, manage and monitor environmental and quality policies and procedures across the company.

Our employees enjoy a wide range of challenges and developments offered at Goonhilly and are keen to jump in and help colleagues wherever needed. We are looking for candidates who are good team players, willing to be flexible and support a wide variety of activities, as required.

We offer a competitive salary with potential to expand in a rapidly growing and exciting company, with opportunities for training.

The role is based at Goonhilly Earth Station, near Helston with occasional travel between sites, nationally and internationally.

Job Description

The role will include the following responsibilities:

- Ensure a safe workplace environment without risk to health.
- Develop and communicate H&S, Environmental and Quality Policies, systems of work and procedures, e.g. lone working, waste management, etc, encouraging people to buy in by demonstrating benefits and value.
- Ensure that all H&S, Environmental and Quality policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Prepare an annual health and safety report to Directors, collating relevant information and reviewing progress.
- Ensure the company meets its statutory obligations in all areas relating to health, safety and welfare at work, including statutory training and reporting.
- Ensure employees are aware of their responsibilities.
- Act as the contact point for external HSEQ agencies.
- Manage all the health and safety aspects on multiple projects and work packages, prioritise work under pressure and demonstrate initiative.
- Advise and support engineering staff and others in the completion and regular review of Risk Assessments and Method Statements (RAMS) for all work activities and equipment.
- Ensure that all accidents are documented, investigated and recommended improvements and corrective actions are implemented. In particular, report notifiable accidents to the HSE.
- Ensure that regular safety inspections are carried out and correctly reported, including fire drills, fire alarms and fire-fighting equipment, mechanical aids, vehicles and PPE.
- Ensure full and accurate health and safety and training records are maintained.
- Establish a programme of documented H&S, Environmental and Quality inspections, audits and checks.
- Conduct regular site inspections and H&S audits of GES and contractors' work areas to ensure clean and tidy work areas and safe working practices, identify and avoid potential safety hazards.

- Establish a structured programme of in-house and external H&S, Environmental and Quality training throughout the Company.
- Liaise with external H&S, Environmental and Quality consultants in the provision of training programmes and H&S services.
- Manage and devise the agenda for, chair and formulate & distribute minutes for Quarterly Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.
- Liaise with suppliers i.e. Engineering Contractors, Insurers, solicitors, etc. on H&S, Environmental and Quality matters.
- Carry out pre-start safety reviews with contractors, visitors and others carrying out work on site.
- Provide HSEQ related contributions to proposals in response to RFPs.
- Maintain professional development and keep up-to-date and aware of any new and relevant health, safety & welfare at work legislation and communicate relevant changes throughout the business.
- Carry out any other reasonable duties as assigned by manager.

Person Specification

Essential:

- At least 3 years recent and relevant experience and advanced knowledge of relevant industry practices and regulatory requirements.
- NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation.
- In particular, a working knowledge of safety requirements relating to:
 - Construction (Design and Management) Regulations (CDM).
 - Working at Height.
 - Electricity at Work.
 - COSHH.
 - Non-ionising radiation.
- Provision of advice to managers, supervisors and staff.
- Gathering, analyzing and reporting on H&S data and statistics.
- Handling of H&S investigations and interviews.
- Experience of formulating, implementing and revising H&S policies and procedures.
- Flexible, internal and external customer-facing approach.
- Maintain confidentiality in all matters.
- Professional approach, coupled with strong interpersonal skills.
- Good planning, organizational and time management skills.
- Good verbal, written communication and presentation skills.
- Self-motivated and willing and able to take initiative.
- Ability to work in and adapt to a rapidly changing environment.
- Work flexibly and co-operatively with others to complete tasks, implement change and influence behaviours.
- Good diagnostic and problem-solving skills.
- An assertive but calm demeanour.

Desirable

A knowledge of some or all of the following is desirable:

- A bachelor's degree in Safety, Engineering, or related technical engineering field
- Member of institute of Occupational Safety & Health (IOSH)
- Experience of quality systems and working to ISO standards
- OHSAS 18001, Occupational Health and Safety Assessment Series
- Knowledge of ISO14001:2015 Environmental Management Systems
- Knowledge of ISO 9001:2015 Quality Management System Standards
- Experience in waste management
- Proficient in use of Microsoft Office packages

How to apply

Please send your CV and a letter of application describing your suitability for the role, demonstrating how you match the person specification via email to recruitment [at] goonhilly [dot] org (preferred), or to:

Kat Hickey
Goonhilly Earth Station Ltd
Goonhilly Downs
Helston, TR12 6LQ

We aim to evaluate all applications as soon as possible after the closing date and will inform all applicants of the outcome. We reserve the right not to appoint, to change the specification based on applications received or to re-advertise. GES Ltd is an equal opportunities employer. Employment is subject to pre-employment checks and agreement to our employment contract.

About Goonhilly Earth Station Ltd

Goonhilly Earth Station Ltd (GES) acquired the world-famous Goonhilly Satellite Station in 2014. It is an independent, privately-owned SME providing a complete range of satellite communications services and growing an ever-wider range of space and data related services. GES clients include some of the largest global satellite operators such as SES, Inmarsat, Eutelsat, Hughes, Hispasat and Planet. Working alongside ESA, QinetiQ, BAE Systems and SSTL, GES is developing the world's first private Deep Space Communication system. GES also has close relationships with a wide range of leading universities including Oxford, Manchester, Leeds, Southampton, Durham, Herts to enhance UK capabilities in Radio Astronomy.

GES has been awarded Enterprise Zone status as part of the expanded Newquay Airport Aerohub Enterprise Zone. Goonhilly also hosts the Satellite Applications Catapult South West Regional Centre of Excellence.