

**JOB DESCRIPTION**

<b>Job Title:</b>	HSEQ Manager	<b>Responsible To:</b>	CEO/General Manager
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**KEY ACCOUNTABILITIES**

As a member of the senior management team the QHSE Manager shall effectively manage all aspects of Quality, Health, Safety and Environmental. Driving the implementation and continuous improvement in all HSEQ policies, procedure and strategies. Key duties and responsibilities to include, but are not limited to:

- Monitor the implementation of the Company's QHSE management system and propose improvements (where appropriate)
- Develop and coordinate execution of Company's internal and external audit programme
- Lead management reviews relating to the Company's QHSE management system
- Liaise with client and supplier QA/HSE departments regarding audits and contractual requirements
- Provide an QHSE support service across departments, support project managers, involvement in tender or pre-qualification processes (as required)
- Provide guidance and information to management and employees on HSEQ legislation and HSEQ matters
- Carry out Company and HSEQ inductions for all new starts
- Ensure the Company follows all legal obligations in the management of HSE
- Liaise with external QHSE professionals and advisors
- Provide the CEO with management information and advice on the development of QHSE policies
- Participate and support the Company as a member of the Company's senior management team
- Provide management information and feedback to employees to ensure they are kept adequately informed
- Liaison with Group Company QHSE departments on matters that relate to system implementation
- Identify employee development and training needs
- Coordinate and liaise with certification bodies
- Coordinate and perform external supplier audits
- Undertake any other duties as the Company may reasonably require.

**HSEQ RESPONSIBILITIES**

- Report all Health, Safety, Environmental and Quality concerns to the CEO
- Ensure that safety policies and procedures are implemented, understood and adhered to at the work location, so far as is reasonably practicable in order to ensure a safe working environment
- Promote a proactive commitment to Film-Ocean's HSEQ initiatives
- Identify environmentally sensitive activities of the project scope of work and include assessment during project risk assessments
- Evaluate the opportunities for re-use of materials from previous projects
- Evaluate opportunities to minimise damage to the environment prior to project activities

- Monitor environmental protection measures during projects
- Implement process controls and environmental awareness training events
- Establish where waste can be avoided prior to project commencement
- Provide sufficient facilities for waste storage, segregation, and re-cycling initiatives and ensure they are detailed for any materials used
- Assess materials being used and select those which do the least damage to the environment whilst ensuring fit for purpose
- Consider and purchase environmentally preferable products and services whenever practicable
- Minimising the number of different products that serve the same function
- Order appropriate sizes of materials to avoid waste
- Consult with all user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.

**QUALIFICATIONS/EXPERIENCE**

- Minimum NEBOSH general certificate or equivalent
- Membership of a professional body, ideally related to Safety and Environment
- Knowledge of ISO 9001, ISO 14001, OHSAS 18001 and ISO 45001
- Familiar with established management tools, project and planning techniques
- Previous experience (preferably) within the ROV Industry
- Extensive knowledge of current Safety and Quality standards as applied to systems and requirements in an offshore environment.

<b>COMPETENCE</b>	<b>KNOWLEDGE</b>
Safety awareness	<ul style="list-style-type: none"> <li>• Understanding of legislation/guidance</li> <li>• Understanding of Company safety management system.</li> </ul>
Team-work, co-operation and communication	<ul style="list-style-type: none"> <li>• Always demonstrates excellent interpersonal skills to be able to interact with individuals at all levels, both internally and externally</li> <li>• Ability to challenge others in a constructive manner and negotiate with peers to influence decisions or ways of working</li> <li>• Strong team player with the ability to work effectively unsupervised</li> <li>• Excellent written and oral communication skills</li> <li>• Flexible team player.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of company QA and associated procedures.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Demonstrate excellent leadership skills.</li> </ul>
Ability to teach	<ul style="list-style-type: none"> <li>• Constantly demonstrates an ability to teach.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Quality is consistently above established standards and in accordance with procedures.</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>• Actively contribute to the continual improvement to the business and seek ways to make improvements to working methods and efficiencies in line with the Company core values</li> </ul>
Productivity	<ul style="list-style-type: none"> <li>• Consistently efficient and productive.</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>• Promotes a positive safety attitude across the business</li> </ul>



## Duties and Responsibilities HSEQ Manager

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Personal attributes	<ul style="list-style-type: none"> <li>• Strong problem solving and decision making skills</li> <li>• Ability to work under pressure, to deadlines and operate in a fast-paced environment.</li> </ul>
<b>PLEASE NOTE</b>	
<p>The listing of key accountabilities and other duties is not necessarily exhaustive and may be changed at Management's discretion to reflect the needs of the Company. All personnel will be expected to assist others in their routine tasks as directed, in order to ensure that operational efficiency is maximised.</p>	
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