



## **Be First Job Description**

Be First is changing the landscape of Barking and Dagenham, contributing to the Council's goal of 50,000 new homes and 20,000 new jobs created over the next 20 years

As part of that Be First are delivering approximately £1bn worth of capital works over the next 5 years ranging from new build houses to roads, bridges, and schools. We require a HSEQ compliance manager to ensure that we are legally compliant, embrace best practice and develop our people

### **Job Title: Health, Safety, Environment and Quality Management Compliance Manager**

**Salary:** Up to £55,000 (Grade 5) depending on experience

#### **Key Role Responsibilities**

- Ensure that the processes and policies are in place and managed to make sure our people and our supply chain go home safely every night, monitoring both in the office and on Be First construction sites.
- To own the Be First way of working, making sure that industry best practice is followed and fully integrated into the Be First system of works
- To develop, own and monitor the Be First HSEQ performance management system
- To chair the monthly frameworks and staff HSEQ forums, ensuring that their content is open and honest with a sharing culture
- To develop and then manage a Be First training system for staff and contractors
- To ensure continuous improvement in the Be First management of health and safety
- Go to point for internal occupational health matters

**Reporting to:-** Assistant Construction Director

#### **Key Skills and Attributes:-**

- Literate in the use of Microsoft Office, CAD and good knowledge of EDMS systems
- Meets deadlines
- Organises others with demonstrable people management skills
- Ideally chartered with appropriate accreditation or working towards chartership
- Has previously dealt with a roll out of a Health and Safety monitoring system
- Experience of managing a supply chain through KPI monitoring
- Understanding of relevant fire regulations for office and residential buildings
- Construction H&S knowledge
- Quality and Environment background
- Knowledge of ISO9001, 14001, 45001

#### **Training to be provided:-**

- Appropriate EDMS training
- Appropriate refresher courses (IOSH, NEBOSH, First aid etc) if required.
- Excel upskilling training (if needed)

Start Date- May 2020 or sooner