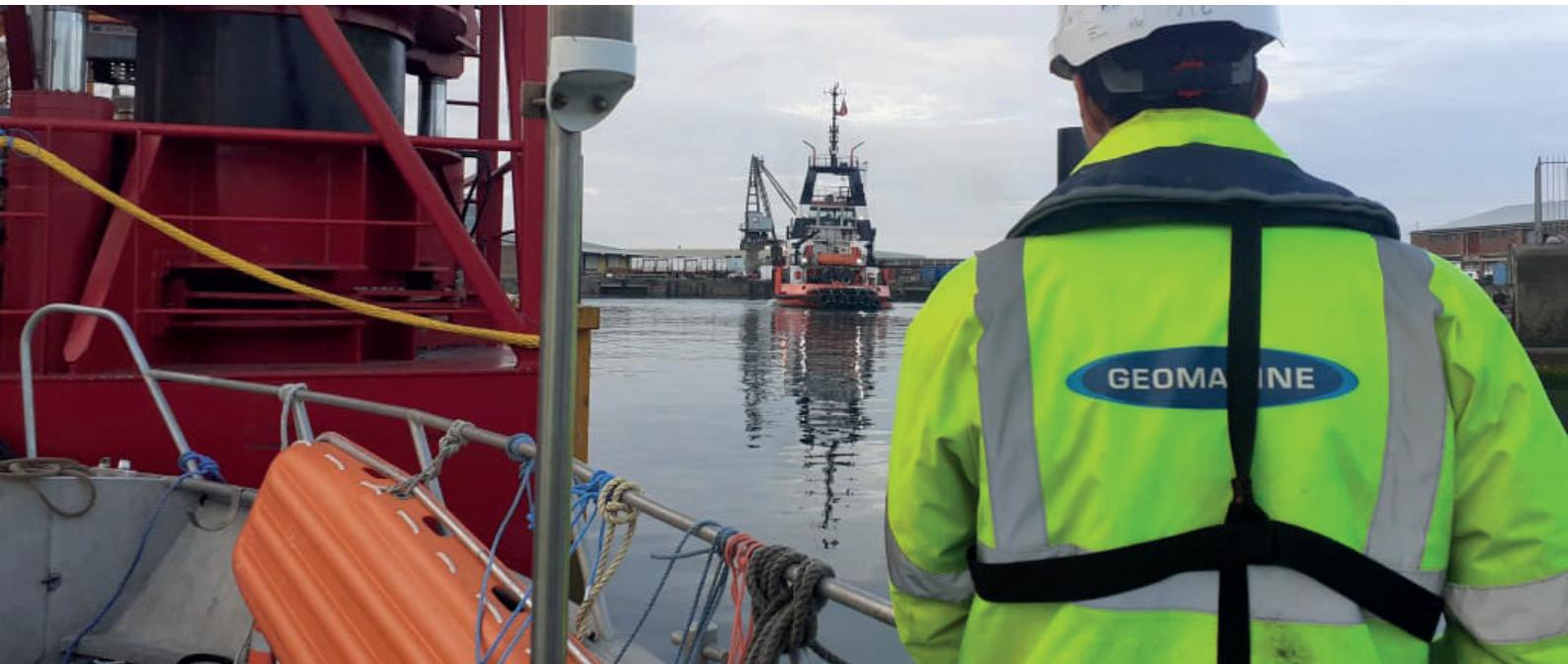


ISO Compliance Manager: HS&W, Quality and Environment



Reporting to: Managing Director

It is recognised that this role has an extensive scope and that candidates will be expert in one of the areas below. Training and support will be available for the successful candidate. This will include access to, and support from, the executive board. Administrative support will also be provided.

Role Purpose:

- To lead the implementation of, and subsequently monitor compliance with, ISO 45001
- To take responsibility for training and occupational health monitoring for all employees
- To review existing compliance, implement improvements and subsequently monitor ongoing compliance with ISO 9001
- To lead the implementation of, and subsequently monitor compliance with, ISO 14001

Responsibilities:

Lead the implementation of a UKAS accredited ISO45001 system: to include:

- Advise on, implement, and administrate all operational training in relation to health, safety and welfare
- Oversee and administrate the existing occupational health monitoring programme
- Provide elements of basic training in areas such as manual handling, and/or 'train the trainer' for such areas, to gain efficiencies of in-house training
- Investigate and collate records of all accidents and near-misses. Ensure lessons learnt are captured and auditably implemented. Track statistics and identify areas of focus
- Conduct site inspections, line-manage our independent advisor's inspections, and implement a system of formal internal inspections

All applications are welcomed by sending a CV and brief description of your experience to careers@geomarine.je



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ISO Compliance Manager: HS&W, Quality and Environment

Quality

- Review suitability and compliance with existing ISO 9001 systems
- Lead a process of continual improvement to these systems
- Monitor future compliance with subsequent systems
- Support the senior leadership team in compliance within their respective areas
- Report to board level on compliance, improvement, and resource requirements

Environmental

- Lead the implementation of a UKAS accredited ISO14001 system
- Support operational managers in compliance with such a system
- Subsequent monitoring of compliance with, and continual improvement to, the system
- Report to board level on compliance, improvement, and resource requirements

Key Skills

The successful candidate will be able to demonstrate the skills common to senior roles such as:

- Leadership. You will inspire and lead by example
- Planning and organisational capability
- Thinking clearly under pressure
- Analytical skills, particularly in relation to managing data and the practical application of management systems
- Communication skills that are adaptable to the broad range of stakeholders you will be dealing with
- In-depth knowledge of health and safety, or quality or environmental systems
- Attention to detail
- A willingness to learn

QUALIFICATIONS and EXPERIENCE:

You will hold a minimum level 4 qualification and preferably level 5, in your area of specialisation. A basic health and safety qualification such as NEBOSH or IOSH, and/or an audit qualification is desirable, however training will be provided for candidates with the right experience and attitude.

You will be able to prove that you have progressed your career to a level where you are able to fulfil the responsibilities above.

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