


## JOB DESCRIPTION

<b>Position/Title</b>	<b>Health, Safety &amp; Compliance Manager</b>	
<b>Department</b>	Management	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	42.5 hours per week, Monday to Friday	
<b>Pay Band</b>	Band 6	
<b>Reports to</b>	Operations Director	
<b>Direct Reports</b>	Health, Safety & Compliance Administrator	
<b>Other Key Relationships</b>	Managing Director Operations Manager All Operational Management Team	All J. Dickinson Employees Agency Staffing Suppliers & Contractors
<b>General Summary</b>	<p>To develop, lead and manage the Compliance, Health and Safety, Quality, and Environmental functions of the Company, ensuring it has the right skills, processes, materials, information, and procedures to consistently comply with legislative and customer requirements, as well as standards established by formal management systems, such as ISO.</p> <p>To develop and implement control systems to prevent and/or deal with violations of legislative guidelines, along with Company internal policies.</p> <p>To support a Company-wide culture of change in order to achieve a systematic and technically robust approach to all activities, in line with the overall strategy for J. Dickinson &amp; Sons.</p>	
<b>Core Responsibilities</b>	<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Implement and maintain a working Environmental Management System (EMS), ensuring that evidence of compliance/non-compliance is monitored and recorded.</li> <li>• Develop and manage an Integrated Management System (IMS), ensuring it is fully utilised and that information is kept up to date at all times.</li> <li>• Maintain up to date audit schedules and ensure that processes are in place to complete timely audits in line with ISO standards.</li> <li>• Put controls in place to ensure that the Company adheres to all legal requirements and standards, with reference to the Company's waste permit, EMS and IMS, enabling the Company to maintain its ISO accreditations.</li> <li>• Provide timely expert advice to help the business implement effective Health and Safety risk controls.</li> <li>• Use specialist knowledge and understanding of risk profiles to provide assurance to internal stakeholders.</li> <li>• Drive forward and actively promote a high standard of compliance, health and safety across the organisation, by imparting specialist knowledge to others through education, communication and training, and ensuring that non-compliance is dealt with appropriately and in a timely manner.</li> <li>• In conjunction with other operational managers develop, implement and maintain Safe Working Procedures (SWP) across all areas of the business, setting effective review processes to ensure they are kept up to date and accessible to all employees.</li> <li>• Plan, create and deliver effective toolbox talks, key observations and Health &amp; Safety briefings for managers and staff.</li> </ul>	

- Develop, implement and maintain an effective staff training matrix to ensure compliance in all areas of the business at all times.
- Review and develop all aspects of the Company's Environmental and Health & Safety policies and ensure these are implemented across the Company.
- Carry out regular audits to evaluate the efficiency of controls and proactively look for ways for continuous improvement.
- Implement and review effective controls for monitoring DSE user assessments alongside workstation users, liaising with HR where appropriate.
- Monitor, evaluate and review existing, new and upcoming Environmental and Health & Safety legislation, and ensure that the Company has systems and procedures in place to meet legal compliance.
- Work proactively with managers and other key staff to establish and maintain improvements in the management of Environmental and Health & Safety within their areas of responsibility, including regular audits, and drive continuous improvement.
- Develop and implement rigorous risk assessments and accident management systems, including risk assessment processes to identify hazards and to ensure that appropriate controls are in place.
- Lead health and safety investigations and report on near-misses and accidents, and assist HR with staff investigations as required.
- Identify and implement Personal Protective Equipment (PPE) standards, having systems in place to ensure all staff, customers and visitors wear the appropriate PPE at all times and encouraging the workforce to challenge those who do not adhere to the standards.
- Implement, monitor and maintain all policies and procedures that impact on the delivery of compliance, Environmental and Health & Safety systems.
- Maintain effective and accurate records in compliance with legal requirements.
- Collate and interpret data to provide detailed and accurate insight to operational colleagues, to minimise the risk of workplace harm.
- Prepare and deliver effective reports and analysis to Operational Management and Senior Management teams as required.
- Develop and maintain strong working relationships with key contractors and suppliers at all levels, creating value for both companies and adopt solution driven resolutions.

**Line Management**

- Deliver results through strong team leadership and management of staff.
- Play a key role in maintaining optimum staffing levels across your area of responsibility, by working closely with HR to recruit, induct and train staff effectively and ensuring that retention and development initiatives are supported across your areas of responsibility.
- Establish operational KPIs for your team and ensure that these are delivered through performance management and employee development, together with improvement to plant, processes and efficiencies to deliver product of the right quality.
- Establish and encourage excellent communications between the staff in your area of responsibility and with other departments as required.
- Promote and consistently apply HR policies and procedures within the team, leading by example at all times.
- Lead, train, develop and manage the performance of direct reports in order to achieve best in class service delivery in all activities, and to enable the staff to reach maximum potential within their roles.
- Be proactive in challenging staff who are not performing or conducting themselves to the required standards and report to the management team.

	<p><b>General</b></p> <ul style="list-style-type: none"> <li>All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for all employees (including yourself), customers, and site visitors.</li> <li>Challenge staff and site visitors who do not follow the site safety procedures.</li> <li>Any other duties commensurate with the role as instructed by the Operations Director and/or Managing Director.</li> </ul>
<b>Personal and Professional Development</b>	<ul style="list-style-type: none"> <li>Undertake any necessary activities to ensure that your own professional qualifications are maintained.</li> <li>Ensure ongoing personal and professional development by participating in performance reviews as requested.</li> <li>Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.</li> </ul>
<b>Confidentiality and GDPR</b>	<ul style="list-style-type: none"> <li>All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018.</li> <li>Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Support the Company to work within the specific regulations such as governance and frameworks for the industry.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson &amp; Sons (Horwich Ltd), without exception.</li> </ul>
<b>Company Values</b>	

<b>PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Recognised safety qualification and professional status, such as IOSH, NEBOSH or higher</p> <p>Lead Auditor qualification, or willingness to complete once appointed</p>	<p>WAMITAB / COTC qualification</p> <p>Environmental qualification</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Significant, demonstrable experience in a compliance or Health &amp; Safety manager/officer role</p> <p>Experience of people management within an industrial/processing environment</p> <p>Proven track record of delivering continuous improvement within an operational environment</p> <p>Extensive knowledge of environmental regulations and policies</p> <p>Experience of managing budgets</p> <p>Experience of planning and delivering effective training</p>	<p>Experience within recycling or waste industry</p> <p>Understanding of waste management industry and related legislation</p>

<p><b>SKILLS &amp; ABILITIES</b></p>	<p>Strong leadership skills with ability to gain respect and confidence of others</p> <p>Excellent communications skills with the ability to build good working relationships at all levels, both internally and externally</p> <p>Ability to analyse data and present accurate and timely reports</p> <p>Strong attention to detail, thoroughness and accuracy</p> <p>Ability to work effectively in a fast-paced, high-volume operation</p> <p>Good decision-making, negotiation and influencing skills</p> <p>Outstanding planning and organisational skills, with the ability to prioritise work and manage multiple tasks</p> <p>Adaptable and able to work effectively as part of a team</p> <p>Able to quickly assess issues and recommend and/or implement solutions</p> <p>Ability to recognise potential conflict and take effective action to defuse and resolve</p> <p>Thrives under pressure while remaining focussed on achieving tasks</p> <p>Good numeracy, literacy and IT skills, confident in the use of MS Office software</p> <p>Able to work proactively, independently and on own initiative</p> <p>A willingness to adapt and develop skillsets and knowledge</p> <p>Able to react quickly and positively to instruction from senior management</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p>	
<p><b>OTHER</b></p>	<p>Well presented with a confident and professional manner</p> <p>Demonstrates commitment to own and others' learning and development</p> <p>Thrives under pressure, remaining focussed on achieving tasks</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>Takes personal accountability for delivering tasks as instructed</p> <p>A commitment to the values of J. Dickinson &amp; Sons</p>	