

Job Description

Job title: Health, Safety & Quality Systems Manager	Holidays: 25 days / year + statutory Pension: 5% contributory
Department: Administration	Reports to: C.E.O.
Hours per week: 38	Hours of Work: 0830 – 1700 Mon-Thurs 0830 – 1500 Fri
Duration: Full Time Permanent	

Job Summary

Provide support and guidance to the Board and Management Team and to develop, implement and manage the Health and Safety and Quality Management Systems for Deep Sea Electronics Ltd to ensure best practice and statutory compliance.

Main Functions & Duties

- Develop and deliver strategic plans to ensure Health, Safety & Quality is firmly embedded within the culture of the company and its employees.
- Building on the existing Health, Safety and Quality Management systems, establish and maintain effective related processes, policies and procedures.
- Provide strategic advice to the board and management on Health, Safety and Quality issues including the development of KPI's statistics, management reviews, targets and objectives.
- Manage the investigation of all HSQ issues, accidents, incidents, and near misses, advising on and monitoring corrective actions.
- Develop a robust inspection and monitoring regime for the management of Contractors and Suppliers.
- Promote and develop Continuous Improvement techniques and practices and provide any necessary training.

Critical Success Factors

Success in this role will be judged by the following key performance indicators

- Ensure Annual Health and Safety Plans are produced and that a minimum of 90% of planned activities are completed monthly with an annual target of 95% completion.
- Ensure Annual Quality internal Audit plans are produced and that a minimum of 95% of planned audits are completed each quarter, with an annual target of 100% completion.
- Monthly and Annual Accident Statistics are recorded and that appropriate corrective actions are implemented.
- Ensure Monthly Quality KPI's are produced and that the appropriate corrective and preventative actions are taken on issues that do not reach the required standard.

Working Conditions

The role is based at our offices in Hunmanby, It is a requirement of this role that the job holder will be prepared to travel on company business locally, nationally and internationally.

Job Holders Attributes

Essential experience/skill and knowledge

- Established experience in a safety and quality capacity
- Experience in a variety of quality techniques and tools
- A proven track record of improving health, safety and quality levels within a company
- Confident IT skills with experience of a computerised ordering system and MS Office are essential
- Excellent organisational skills
- Excellent communication skills

Useful experience/skills and knowledge

- NEBOSH Certificate or better
- Lead Auditor qualifications / experience

Name of person compiling description:

Date of description: November 2018