

JOB DESCRIPTION

JOB TITLE:	SHEQ ADVISOR
NAME OF JOB HOLDER:	
REPORTING TO:	GROUP OPERATIONS MANAGER
PRIMARY RESPONSIBILITIES:	To manage, monitor and develop MGUK's commitments to Health & Safety, Environmental Management, and Quality Assurance. Ensuring implementation and continuation of best practice whilst developing and delivering against Company targets, thereby making a measured contribution to the company's overall performance, improvement and profitability.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

HEALTH & SAFETY

1. Implement, maintain and develop H&S Management systems to ensure a best practice mindset and compliance with all applicable regulations.
2. Conduct risk assessments, and Company and Departmental audits for continuous improvement, to include recommendations for development.
3. Identify, develop and execute training programmes on safety and compliance for employees, at all levels.
4. Investigate incidents, documenting and reporting findings, and ensuring root cause corrective actions are implemented.
5. Maintain visibility of and address any associated requirements for ADR relevant chemical storage and distribution.

ENVIRONMENTAL MANAGEMENT

6. Data collation and reporting of legislative requirements, including but not limited to;
 - a. Waste Obligations
 - b. Plastic Tax
7. Support the SMT with 'ESG' framework development including but not limited to;
 - a. Understanding Company impact (Scope 1 – 3)

- b. Supply chain inclusion for visibility, reporting and improvement
 - c. Target setting and implementation
- 8. Sustainability reporting support including annual improvement data and target setting.
- 9. Ensure ADR storage and distribution requirements are maintained

QUALITY ASSURANCE

- 10. The development, maintenance and compliance of systems and policies to support the requirements of MGUK's QMS ISO 9001 and EMS ISO 14001 accreditations. With consideration for appropriate application of additional compliance accreditation.
- 11. Managing the rectification of non-conformances resulting from internal departmental audits and ensuring QMS is updated accordingly.
- 12. Primary liaison with the external auditors and internal Departments during official audits.
- 13. Manage and report internal Case Manager (complaints) statistics as part of continuous improvement planning with root cause analysis and process improvement recommendations.

GENERAL

- 14. Staying abreast of legislative, compliance and improvement practice changes, and reporting on such changes with recommendations to Directors regarding suitable adoption opportunities.
- 15. Liaising with SMT colleagues and Company Directors when proposing and implementing any developments with a focus on both commercial and cost impact factors.
- 16. Prepare and present SHEQ related performance reports to senior management when required.
- 17. Collaborate and influence other departments to positively incorporate SHEQ considerations into Company operations.
- 18. Any other reasonable duties as requested by the Directors.

Signed for and on behalf of Merton
Group UK Limited.

Signed by employee – confirming that
employee is in agreement with details
as laid out in this job description and
will carry out duties and responsibilities
at all times.



Name: _____

Name: _____

Date: _____

Date: _____

