

Job Specification

Safety, Health, Environmental and Quality (SHEQ) Advisor



Location

Warrington

Contract

Minimum of 30 hrs and up to 37.5hrs per week.

Benefits

Hybrid Working
Professional Subscriptions
Ongoing support for relevant H&S qualifications
Access to employee assistance programmes
Please view our full benefits brochure [here](#)

Salary

£21.3k to £27k FTE (dependant on experience and qualifications)

Closing Date

Monday 1st May 2023

About Us

The Environment Partnership (TEP) Ltd is an award-winning environmental consultancy supporting sustainable development and land management across the UK and Ireland.

Our offering of a Safety, Health, Environmental and Quality(SHEQ) Advisor is based upon supporting our core services: Planning, Environmental Assessment, Ecology, Heritage, Landscape Design, Landscape Management, GIS and Arboriculture. Primarily this role is to support our Health and Safety function, but also to support across all aspects of the Integrated Mgmt System (IMS), accreditations and other business processes.

We work throughout the UK with offices in Warrington, Gateshead, Market Harborough, London and Cornwall. We have seven Directors who run the company and over 150 professional and technical staff, who work on a wide range of exciting and challenging projects. This role would be based in our head office in Warrington.

As an environmental consultancy, we have a responsibility to help shape the world around us through our work, to benefit communities now and in the future.

Our workplace is a friendly and caring environment. We are professional but not corporate, guided by our values of being Honest, Supportive, Passionate, Forward-looking, Passionate and Enterprising.

We have a strong focus on continual development providing informal and structured training. We encourage staff to progress their professional body and will provide a bespoke training programme to the successful candidate.

For more information on the type of work we do, visit: www.tep.uk.com/projects

To Apply

Please apply [here](#)

Please note that we will always acknowledge each application.

Following review of the applications, a short list of candidates will be contacted for interview and will be asked to complete an application form.

We are only able to consider candidates already eligible to work in the UK.

If you would like to discuss the position, please do not hesitate to contact Kate Goodban and she will arrange for an appropriate manager to call you.

To keep up to date with news from TEP, follow us on our social media:

[in LinkedIn](#) [Twitter](#) [Facebook](#)

Kate Goodban

HR Advisor

01925 844004

kategoodban@tep.uk.com



The Opportunity

Who are we looking for?

We are seeking to recruit a Safety, Health, Environmental & Quality (SHEQ) Advisor, to join our thriving and growing environmental consultancy. This is an exciting opportunity to support TEP's Health and Safety function across the organisation and the operation, implementation, and development of TEP's Integrated Management System (ISO 9001, ISO 45001 & ISO 14001).

You will take an active part in projects, campaigns and initiatives to keep our workforce safe and healthy and save lives on construction sites.

The SHEQ Advisor will join TEP's People, Quality and Development team (PQD) based in our head office, Warrington, supporting our business nationally.

This is an exciting and interesting opportunity for someone who is passionate about making a positive difference to the environment, whilst seeking to continually develop and be fully supported on their SHEQ career pathway.

Role and Requirements

As a SHEQ Advisor you will work as part of our SHEQ team supporting SHEQ compliance, advice and ensure guidance with legislation and industry best practice. You will take steps to ensure accident prevention and safe working practices for our office environments and whilst staff are carrying out field surveys or site inspections.

You will work closely with our H&S Manger in developing our health and safety management systems, ensuring that policies, procedures and risk assessment method statements are kept up to date, and compliant with relevant best practice and legislation.

The role will be varied enabling you to work with colleagues across the organisation. This will primarily be delivered by supporting our H&S Manager and Training and Quality Manager in undertaking internal audits, on-site inspections and reporting on SHEQ performance for business operations, office and field based surveys.

We will support you in being able to identify concerns or trends for the future and contribute to a strategy for improvement for SHEQ activities.

The successful candidate will be based in Warrington but on occasion may be expected to travel from time to time, including staying overnight at different locations, visiting our other offices and completing on site audits.

Qualifications

- ❖ We will be interested to hear from applicants who hold or who are working towards a recognised H&S qualification such as, NEBOSH General Certificate, IEMA Foundation or equivalent and/or working towards Tech IOSH/Grad IOSH or other relevant health and safety qualifications. *(TEP will support working towards relevant qualifications, upon successful completion of the probation period).*

Experience

- ❖ Some experience working within the construction industry, including delivery of internal audits and inspections would be beneficial but not essential.
- ❖ Knowledge and understanding of the requirements of and Integrated Management System (ISO 45001, ISO 9001 & ISO 14001) and the audit process.
- ❖ Knowledge and experience of H&S matters including legislation, best practice and ability to assist with internal investigations of alleged H&S breaches.
- ❖ Experience in maintaining and developing SHEQ records, database, calibration of equipment would be beneficial but not essential.
- ❖ A good understanding of relevant environmental legislation.
- ❖ Confident liaising with colleagues and supporting them in SHEQ matters

Attributes

- ❖ Able to make time-sensitive decisions exercising solid judgement and knowing when to refer to a senior colleague for advise and guidance.
- ❖ Able to work independently and also as part of a team.
- ❖ Experience with MS Office, Excel, Word and Outlook.
- ❖ High level of verbal and written communication skills.
- ❖ A commitment to developing your role, through learning, maintaining CPD and being up to date with current legislation.
- ❖ Hold full UK driving licence.