

Job Description

JOB TITLE: Safety, Health, Environment and Quality (SHEQ) Manager

CONTRACT BASIS: Permanent, full-time, 40 hours per week

LOCATION: Riverbank, The Green, Tullyancross Road, Lisburn BT27 5SR

REPORTS TO: Operations Director

RESPONSIBLE FOR: Quality Technicians

ABOUT UNICORN GROUP: The Unicorn Group is a dynamic manufacturing business based in Lisburn, Northern Ireland. We're dedicated to supplying high quality vending and washroom services products, PVC interlocking floor tiles, rainwater systems, recycling and medical bins to a range of industries internationally.

Further information is available on our website: www.unicorn-group.com

JOB SUMMARY

The post holder will be responsible for developing, implementing and managing all health and safety, environment and quality policies. These policies will be in line with all regulatory / legal requirements and industry best practices, including but not limited to, the Health & Safety at Work (Northern Ireland) Order 1978, all applicable statutory requirements and approved codes of practice, ISO9001, ISO14001, ISO45001, PAS2060, Control of Substances Hazardous to Health (COSHH), Registration, Evaluation, Authorisation, and Restriction of Chemicals (REACH), Medicines and Healthcare products Regulatory Agency (MHRA).

The post holder will aim to ensure a safe working environment for our employees, visitors and partners, with a vision for zero harm. The post holder will work to reduce our environmental impact through development of strategic improvement projects with a target of Net Zero. The post holder will maintain our rigorous quality control standards to ensure components and finished products meet the expectations of our customers with zero defects and zero customer complaints.

KEY DUTIES AND RESPONSIBILITIES

1. Responsible for managing and maintaining records in relation to the Integrated Management System for ISO 9001, 14001 and to gain accreditation for and manage ISO 45001.
2. Developing and managing all necessary registers (legal and internal).
3. Ensuring compliance with Good Manufacturing Practices (GMP) and compliance with MHRA for controlled products.
4. Accountable for the document control process and ensuring that the quality team control and administer this process as part of their responsibilities.
5. Ensuring that the inspection and testing of raw materials, in-process products and finished goods is completed by the Quality team to ensure that they meet specified standards.
6. Analysing quality control test results, conducting Process Capability Index (CPK), Failure Mode & Effect Analysis (FMEA) and providing feedback and recommendations for improvement, for relevant stakeholders to implement.

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7. Supporting the manufacturing team with day-to-day issues, ensuring compliance on quality performance and product quality in line with customer requirements.
8. Highlighting the training needs of any employee to the Training Co-Ordinator for action.
9. Managing, planning and conducting internal audits to assess compliance with quality standards and internal processes, identifying areas for improvement and working with teams and external auditors to implement corrective actions.
10. Scheduling and overseeing calibration activities, maintaining accurate records and ensuring that all equipment and tools are properly calibrated and maintained in accordance with industry standards for maximum reliability and accuracy.
11. Responsible for managing the customer and supplier complaints process in its entirety, ensuring timely resolution and effective communication with all parties. Investigating the root cause of complaints and non-conformance issues, implementing corrective actions and continuously improving processes to prevent future issues.
12. Ensuring a safe workplace environment without risk to health.
13. Ensuring that all Environmental, Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
14. Ensuring that the company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
15. Ensuring that all accidents and environmental incidents are documented, investigated and that recommended/required improvements are implemented.
16. Co-ordinating the development of Environment, Health and Safety (EHS) policies, systems of work and procedures.
17. Ensuring that all EHS inspections are carried out, fire drills are carried out and fire alarms are correctly reported, environmental response drills conducted, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities.
18. Ensuring full and accurate EHS training records are maintained.
19. Establishing a full programme of documented environmental, health & safety inspections, audits and checks.
20. Establishing a structured programme of health and safety training throughout the organisation, liaising with external health and safety consultants in the provision of training programmes and health and safety services, as required.
21. Devising and managing the agenda for Health & Safety Committee meetings, chairing meetings and taking/distributing minutes of meetings. Ensuring that all agreed action points from such meetings are completed within agreed timescales.
22. Keeping up to date with all aspects of relevant environmental, health, safety and welfare at work legislation, communicating relevant changes to the business.
23. Development and management of Risk Assessments system, ensuring completion and regular review of Risk Assessments in conjunction with other nominated and trained personnel.
24. Completion of COSHH assessments and implementing a governance procedure to ensure Material Safety Data Sheets (MSDS) are controlled and regularly reviewed.
25. Leading and facilitating problem solving activities in response to quality defects, non-conformances and customer complaints, including the use of problem-solving methodologies such as 8D, 5Why, Major/Standard/Quick Kaizen.
26. Reporting on the Key Performance Indicators (KPIs) in areas of Quality, Environment and Health & Safety.

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27. Maintaining strong relationships with suppliers and assisting the purchasing team with issues relating to the quality of components.
28. Working closely with the production, sales, and management teams to align on customer requirements and new product developments.
29. Scheduling and overseeing calibration activities, maintaining accurate records and ensuring that all equipment and tools are properly calibrated and maintained in accordance with industry standards for maximum reliability and accuracy.
30. Line management responsibilities for a team of Quality Technicians.
31. Building and maintaining good working relationships with key Unicorn personnel and other key stakeholders, promoting service excellence.
32. Supporting continuous improvement initiatives and identifying inefficiencies and cost optimisation opportunities.
33. Maintaining up to date knowledge of regulations related to the role and applying / communicating changes as required.
34. Ensuring that the work environment is clean, tidy and organised at all times.
35. Undertaking ad hoc investigations, analysis and other projects as requested.
36. Taking part in/attending any relevant training sessions, providing ongoing personal development, ensuring you are fully equipped to perform your role effectively and assist in the development of continuous improvement.
37. Adherence to all Company, Statutory and Health and Safety obligations and reporting procedures, including accident reporting.
38. Undertaking such other duties as may be reasonably required for the effective operation of the business.

LEVEL OF QUALIFICATION AND EXPERIENCE

Essential Criteria:

- At least 3 years recent and relevant experience in a similar role.
- National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate qualified or willing to work towards NEBOSH certificate accreditation.
- Demonstrable experience of ISO9001, ISO14001, ISO45001, PAS2060, COSHH, REACH, MHRA, or similar.
- ISO Internal auditor trained.
- Experienced in the use of Enterprise Resource Planning (ERP), Manufacturing Execution Systems (MES) or other digital solutions.
- Computer literate and proficient in the use of MS Office applications including Outlook, Excel and PowerPoint.
- Experience of lean manufacturing methodologies.

Desirable Criteria:

- Member of Institute of Occupational Safety & Health (IOSH).
- NEBOSH Diploma.
- NEBOSH Environmental Certificate.

PERSONNEL SPECIFICATION

- Excellent written and verbal communication skills (English).
- Ability to pay particular attention to detail with an emphasis on quality and accuracy.
- Good time management and organisational skills, with ability to prioritise workload.
- Logical thinker with a flexible and adaptable approach to work.
- Excellent analytical, problem-solving and decision-making skills.

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- Strong interpersonal skills with an ability to work productively and easily with others at all levels across the business, as well as on own initiative.

Information gained through this work must not be communicated to other persons except in the course of duty. The company confidentiality policy must be observed at all times.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Duties/tasks listed within the context of this job description are not exhaustive.

I (please print name) have read, understood and accepted the terms contained within this job description.

Signature Date.....