

**Job Title:** SHEQ Manager  
**Location:** Cardiff  
**Hours:** 42.5 hours per week, Monday – Friday 08:30am – 5:00pm  
**Salary:** Negotiable, depending on experience  
**Reporting to:** Operations Director

### **The Company:**

Forward Waste Management (FWM) is a dynamic and focused company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector.

Privately owned and established for over 15 years, FWM is a successful formation of three trading divisions achieving £8m annual revenue through a 40-strong team of highly competent and dedicated qualified waste managers, engineers and support staff. We serve an enviable client list of well-known blue-chip brands, as a fast paced, service excellence led business we are always looking to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house and outsourced truck fleet facilities and fully license waste transfer operations. FWM also manage its own sizeable equipment rental fleet, supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment and repair services, from its 50,000sq. ft. facility based in Cardiff.

### **The role:**

Due to continued growth we have an exciting opportunity for an experienced SHEQ Manager, to be responsible for the safety, health environment, and quality assurance side of the business,

The SHEQ Manager will supervise and coordinate work systems to ensure that the products or services of the company meet the highest quality standards and that the working conditions of the company are favourable and safe. They will lead, develop and maintain onsite and off-site SHEQ management programmes and systems, both in the written format and through face to face contact, communication and team briefing.

### **Duties:**

- Determines the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of the companies SHEQ management programme and systems.
- Advises line management and assists with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and customers sites.
- To complete prevention inspections on a regular basis and ensure records are maintained.
- To investigate accidents and ensure all documentation is updated.
- To develop a monthly SHEQ Communication Strategy for the company and all levels of staff, to include written information, tool box talks and management briefs.
- Full responsibility for Company preparations for annual H&S audits and Quality Assurance
- Liaison with HR Dept for initiating and coordinating training plan and updating information for personnel
- To manage the process of retaining all current quality accreditations and work towards the attainment of new quality accreditations.

- Advises line management in processing plant, workshop, Office and on Site of health, safety, quality and environmental matters and manages this process to ensure all advice is incorporated into day to day processes and operations.
- Provides support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- Facilitates all forms of risk assessment e.g. general, manual handling, COSHH, fire prevention and acts as a final authority where a specialist response is required in relation to risk assessments performed by others on site.
- Co-ordinates occupational health and safety related surveys e.g. noise, lighting, exposure to chemical substances and makes associated recommendations.
- Produces and coordinates the yearly SHEQ action plan and longer term SHEQ roadmap, prepares reports for monthly update of same to Management Meetings.
- Acts as Site “Dangerous Goods” Safety Advisor (DGSA).

### Skills and experience:

#### Experience

##### Desirable

- Experience in a SHEQ Management role within the waste industry or similar would be advantageous
- Experience of managing a team

##### Essential

- Risk Management
- Method Statement Review,
- Site inspections and investigations,
- Company preparation for Audits,
- Compliance and maintenance of relevant standards,
- Risk Assessment experience,
- an in-depth understanding of and the ability to interpret SHEQ-related legislation,
- Company standards and programme requirements in order to pass on knowledge and requirements to others.

#### Qualifications

##### Desirable

- NEBOSH
- Fire Prevention and Risk Management Certificate
- Environmental Management Systems Qualification
- General Management Qualification
- Graduate IOSH Status or CMIOSH status
- Educated to degree level or equivalent

##### Essential

- General NEBOSH Certificate (or equivalent)
- First Aid Basic Certificate

#### The ideal candidate:

- Experienced within Health and Safety environment.
- Understanding of ISO accreditation
- Excellent interpersonal and relationship building skills
- Excellent written and spoken communication skills.
- Able to demonstrate Results Delivery.

- Excellent Information Sharing ability at all levels
- Visible SHEQ Values
- Improvement Drive.
- Accuracy and attention to detail
- Embracing and Driving Change.
- Planning and organising skills.
- The ability to interact with people at all levels within/external to the Company.
- The ability to self-prioritise workload.

To apply for this role, please forward an up to date copy of your CV and / or covering letter to [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk).

**Strictly NO agencies.**

*Please note that all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles please contact the HR Department via email: [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk) to confirm your consent. You are free to withdraw your consent at any time by way of emailing. Our full recruitment privacy notice can be viewed on our website: [www.forwardwastemanagement.co.uk](http://www.forwardwastemanagement.co.uk)*