**Job Description & Personal Specification**

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| **Job title** | HSEQ Manager | **Date: April 2025** |
| **Reports to** | Operations Director | |
| **Contract/department** | Operations | |
| **Location** | Cheshire West and Chester (any location as may reasonably be required) | |
| **Tier** | T1 | |
| **Hours** | 40 hours | |

**Job Purpose**

The HSEQ Manager is responsible for leading the development, implementation and continuous improvement of health, safety, environmental and quality systems across Cheshire West Recycling.

Reporting to the Operations Director, the role provides expert advice and guidance across the business, ensuring full legal compliance and embedding a proactive, values-led safety culture. The postholder will lead the ongoing management and retention of key certifications (including ISO and CMS), ensuring CWR’s systems are robust, auditable and reflect industry best practice.

They will work across departments to drive engagement, provide operational support, and lead on regulatory liaison, internal reporting, and the integration of HSEQ into improvement and change projects. The role also contributes to wider organisational sustainability and social value objectives through safe and responsible practice.

**Principal Accountabilities**

* **Maintain legal compliance.** Keep up to date with legislation and ensure the organisation meets all HSEQ legal and regulatory obligations.
* **Provide strategic operational guidance.** Advise the Operations Director and senior managers on workplace health, safety, environmental and quality matters.
* **Lead HSEQ systems and certifications.** Manage and maintain ISO and CMS certifications and oversee internal and external audit activity.
* **Manage policies and procedures.** Ensure all HSEQ policies, risk assessments, and safe working procedures are in place, regularly reviewed, and understood by teams.
* **Promote a positive safety culture.** Support the development of values-led behaviours and proactive approaches to safe working across all sites.
* **Coordinate training requirements.** Identify H&S training needs in line with legislation and ensure suitable arrangements are successfully delivered.
* **Support operational teams.** Provide guidance during accident and incident investigations, ensuring teams understand their responsibilities and respond appropriately.
* **Facilitate key meetings.** Lead H&S meetings, the Incident Review Board, and support depot working groups to address site-based issues.
* **Monitor and report HSEQ performance.** Collate and analyse data, contributing to monthly management reports, board reports and contractual submissions.
* **Oversee and maintain HSEQ systems.** Ensure systems used to capture and manage HSEQ data are up to date, accurate, and utilised effectively across the organisation.
* **Liaise with regulators.** Act as point of contact for inspections, audits, and external agencies, including the HSE, Environment Agency, and Fire Service.
* **Oversee the HSEQ Supervisors.** Line manage, support and develop the HSEQ Supervisors to ensure effective delivery of team responsibilities.
* **Contribute to improvement and sustainability.** Work across the business to embed good HSEQ practices in change projects and support the organisation’s sustainability and social value objectives.
* **Lead HSEQ communications.** Maintain a visible presence and provide clear communications on HSEQ matters, ensuring awareness and engagement at all levels. Act as a role model for responsible and inclusive behaviours across the business.
* **Manage personal development.** Take responsibility for own learning and resilience, completing training relevant to the role.
* **Act in line with CWR values.** Reflect the organisation’s values of Safety, Responsibility, Trust and Innovation in all actions and behaviours.

**Person Specification**

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| **Qualifications** | **Essential:**   * NEBOSH Certificate (essential) * NEBOSH Diploma (desirable) * IOSH / CIWM membership or WAMITAB certification (desirable) * Full UK Driving Licence (essential) |
| **Experience** | * Minimum of five years’ experience in a dedicated HSEQ role. * In-depth knowledge of health and safety law and subordinate legislation. * Proven experience in managing and leading accident and incident investigations. * Experience managing ISO certifications and audits. * Background in waste management or vehicle workshop operations (desirable). * Demonstrated project management capability. |
| **Skills and Aptitudes** | * Strong understanding of HSEQ systems and compliance frameworks. * Excellent communication and influencing skills at all levels. * Ability to interpret and present HSEQ data clearly. * Skilled in coordinating audits, inspections and improvement plans. * Organised with strong attention to detail and ability to meet deadlines. * Committed to continuous improvement and contributing to sustainability goals. |
| **Other Requirements** | * Undertake such work as may be determined from time to time, up to or at a level consistent with the Principal Responsibilities of the job. * Work flexibly across all locations in line with business requirements. Out of hours working will be required. * Reflect Our Values through your actions and behaviours. * Willingness to undertake ongoing CPD and sector-relevant training. |