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**Job Information Pack**

This pack contains the following information:

* Job details
* The application process
* Contact details
* Information about Warmworks
* Information about the team the job is based with
* Job description
* Person Specification

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| **Job details** |  |
| **Job title** | HSEQ Manager |
| **Job reference** | WW-COM-HSEQM |
| **Secondment details** | - |
| **Location** | Edinburgh (with travel throughout UK) |

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| **The application process** |  |
| **Application deadline** | 15 April 2022 |
| **Interview date** | TBC |
| **Interview location** | Edinburgh |
| **Interview format and length** | A panel interview lasting no more than one hour |

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| **Contact details** |  |
| **Completed application**  **forms**  **for this job** | recruitment@warmworks.co.uk    or    Recruitment  Warmworks  1 Carmichael Place  Edinburgh  EH6 5PH |
| **General enquiries about this job** | recruitment@warmworks.co.uk |
| **For an informal discussion about this job** | Marc Moffat, 0131 555 4010 |

Job Title: HSEQ Manager Date advertised: March 2022

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| **About Warmworks** |
| Warmworks, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Everwarm.    Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.    Since 2015, Warmworks has been the Managing Agent of the Scottish Government’s national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the UK.    Warmworks has already helped more than 25,000 homes to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all. |

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| **About the Team** |
| **Introduction and context**  Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in local communities across the UK.    **Team aims**  We deliver the best possible help to people who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.    **Team activities**  Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a supply chain across the UK. |

Job Title: HSEQ Manager Date advertised: March 2022

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| **Job Description** |  |
| **Job title** | HSEQ Manager |
| **Job reference** | WW-COM-HSEQM |
| **Salary and grade** | up to £60,000 per year, depending on skills and experience |
| **Location of job** | Edinburgh (with travel throughout UK) |
| **Hours and terms** | 37 hours per week |
| **Holiday terms** | 25 days per year plus 9 public holidays |

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| **General terms and conditions** |
| * There are no overtime payments for this post. * You may need to undergo a criminal record check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. * All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers. |

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| **Responsible to** | Commercial & Compliance Director |
| **Responsible for** | - |

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| **Purpose of the job** | Delivery of the HSEQ strategy across all of Warmworks’ areas of operation |
| **Main objectives and goals** | 1. Management of all health and safety compliance, reporting and continuous improvement across all of the contracts and geographic areas in which Warmworks operates 2. Ensure that effective processes are in place for the management of incidents, accidents and all safety and compliance-driven risks 3. Build relationships with internal stakeholders and supply chain partners to promote a positive, collaborative and effective approach to compliance and health and safety management 4. Maintain effective oversight of all legal, regulatory and ISO standards relating to health and safety 5. Ensure that all compliance related requirements are kept fully up to date and best practice is shared across contracts |

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| **1. Management of all health and safety compliance, reporting and continuous improvement across all of the contracts and geographic areas in which Warmworks operates** |
| * Working alongside field-based colleagues to deliver Warmworks’ health and safety strategy, ensuring full compliance with all required legislation and enhancing Warmworks’ position as a safety-focused, quality-driven service provider * Ensuring that all legal, contractual and regulatory health and safety reporting |

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|  | requirements are fully aligned and effectively captured across all contracts |
| • | Drive continuous improvement in the HSEQ reporting process, identifying and implementing both system and process-based improvements to strengthen Warmworks’ position |

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| **2. Ensure that effective processes are in place for the management of incidents, accidents and all safety and compliance-driven risks** |
| * Ensure that all internal and external processes for the reporting and management of accidents and incidents are effective, fully understood and kept up to date with best practice * Lead the ongoing assessment of the range of risk management measures in place, proactively identifying areas for improvement and working with colleagues to implement these effectively internally and within Warmworks’ supply chain |

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| **3. Build relationships with internal stakeholders and supply chain partners to promote a positive, collaborative and effective approach to compliance and health and safety management** |
| * Build relationships with key internal and external stakeholders and suppliers to ensure that Warmworks leads a safety-driven culture that is collaborative, based on coaching and mentoring and led by its values * Ensure that all processes and procedures are implemented and managed in a way that aligns to the supportive, people-focused culture that Warmworks strives to have in place in relation to compliance and HSEQ management |

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| **4. Maintain effective oversight of all legal, regulatory and ISO standards relating to health and safety** |
| * Maintain effective oversight of all legal and regulatory requirements relating to HSEQ matters that impact Warmworks and its portfolio of contracts * Ensure effective communication of any changes to said standards and work with colleagues to verify that these are fully briefed out internally and externally across the supply chain |

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| **5. Ensure that all compliance related requirements are kept fully up to date and best practice is shared across contracts** |
| * Work with colleagues to ensure that Warmworks’ database of individual, corporate and sub-contracted accreditations is consistently kept fully and effectively up to date for all contracts * Proactively highlight examples of best practice and ensure that these are shared effectively and supportively both internally and across the supply chain and across Warmworks’ full contract portfolio |

Job Title: HSEQ Manager Date advertised: March 2022

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| **Person specification** |  |  |
| Please explain how you meet the following criteria in your job application |  |  |
|  | Essential | Desirable |
| **Qualifications** |  |  |
| Relevant degree or other equivalent professional qualification(s), including NEBOSH General Certificate in Occupational Health & Safety | ✓ |  |
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| **Experience** |  |  |
| Experience in a senior health and safety management or leadership role | ✓ |  |
| Detailed knowledge of relevant legislation and compliance requirements | ✓ |  |
| Excellent working knowledge of CDM 2015 and its requirements | ✓ |  |
| Detailed understanding of compliance requirements for all relevant quality standards | ✓ |  |
| Experience of the energy efficiency/domestic retrofit sector |  | ✓ |
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| **Skills** |  |  |
| Excellent communication skills and ability to communicate with a broad range of people | ✓ |  |
| Excellent organisational skills and proven ability to effectively manage resources to achieve set goals | ✓ |  |
| Ability to mediate and work with a number of parties to solve problems, focusing on solutions |  | ✓ |
| A meticulous eye for detail, focusing on areas of greatest risk | ✓ |  |
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| **Personal qualities and attributes** |  |  |
| A team player | ✓ |  |
| Ability to interpret complex legislation into practical solutions | ✓ |  |
| Proven relationship builder, with an ability to modify approach to work effectively at a range of levels of seniority across differing organisations | ✓ |  |
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| **Additional requirements** |  |  |
| Full valid driving licence or other ways of fulfilling the mobility requirements of the job |  | ✓ |

Job Title: HSEQ Manager Date advertised: March 2022

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| **Staff Expectations of Management Experience** |
| The post holder should expect and be open to     * Effective leadership * A positive, honest and enthusiastic working environment * Being supported and empowered to effectively achieve objectives and goals within your role • To be treated fairly and with respect * To be provided with appropriate training to ensure ability to effectively carry out your role * Regular and appropriate feedback through one to one meetings and annual review and associated processes * Having the opportunity to feedback to manager regularly and through the annual review process * Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues |

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| **Complexity** |
| The post holder must be able to:     * Adhere and advocate the Warmworks values and competencies * Demonstrate flexibility and versatility |

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| **Creativity** |
| The post holder will be required to:    • Use their own initiative to provide the best possible outcomes over a wide range of projects |

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| **Special conditions** |
| • Some out-of-hours, overnight stays and weekend working will be required, for which time off in lieu will be given |

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