

Job Description

Job Title	Director of HSE
Department	Engineering
Reports to	Chief Engineering & Innovation Officer
Responsible for	Head of QSHE, some of Office Manager time (potentially, in time responsible for an Environmental Permitting Manager)

Job Purpose

A senior, trusted leader and advisor to the CEO and SLT who builds respect from and collaboration with colleagues, leads by example, and is hands on with all key HSE issues.

Responsible for Bennamann's Health, Safety and Environmental (HSE) compliance function, this role leads and takes action on all HSE activities. This includes implementing the company's HSE policy through establishing safe practices and procedures and ensuring adoption and adherence. ensuring that the people and customer sites we provide solutions to, are compliant with environmental and legislative requirements.

To establish process, occupational and cultural safety controls, and assist the Chief Engineering and Innovation Officer in embedding them as part of the design and project execution processes. To work with a range of subject matter experts including safety and environmental permitting, to assist in guiding the business through complicated areas of legislation.

Responsible for building a measurable and reportable strategic H&S KPIs, and designing and executing plans to improve, demonstrating effective management and building trust at a board level, ensuring compliance and execution of key activities and internal audits.

Duties and responsibilities

- Strategic
 - To lead and ensure implementation of proactive strategies across the business for the implementation of Safety, Health and Environmental rules and regulations
 - Specifically support the Chief Engineering and Innovation Officer in embedding process safety controls within the design process.
 - Lead the ongoing development of positive HSE behaviours and maintaining compliance by keeping policies updated and offering practical advice, coaching, and support.
 - With support from Consultants, to design, propose and be responsible for the environmental compliance for all Bennamann sites and installations, by developing and aligning a site plan, according to business, corporate and regulatory needs

- Ensure ongoing retention of ISO standards, 14001, 45001 (and 9001)
- Regularly report to SLT on HSE activities and initiatives through establishing key performance indicators (Leading and Lagging, Incorporating Process safety)
- Leadership:
 - Overarching accountability for MyCompliance system for management and compliance of HSE. Day to day responsibility and management of MyCompliance sits with the Head of QSHE, co-ordinate the education and training of the organisation's workforce relating to HSE issues
 - Use internal and external audits to identify risks and improvement opportunities.
 - By means of mentoring and supporting staff and working closely with the Head of QHSE, ensure HSE knowledge and learnings are shared and understood within the Bennamann workforce
 - Drive the organisational awareness of the importance of effectively delivering Health, Safety and Environmental compliance
- Operational:
 - Undertake regular site visits to promote close relationships with site staff, one-to-one visibility of the HSE team and a collaborative approach to HSE.
 - Lead and communicate with all teams on HSE issues, from CDM to Process and Occupational H&S. Provide advice and guidance in response to HSE related queries, using support of Head of HSEQ
 - Oversee and support, if required, in investigations of accidents and near misses, appropriate corrective actions to prevent reoccurrence. Work closely with the quality/reliability function in this regard
 - Work with selected external parties to build the companies' HSEM and process for permit applications and internal audits. Longer term, to ensure that the management of HSE permitting activities meet the requirements of the business by ensuring efficient and effective internal processes:
 - Manage and carry out environmental permit applications, annual environmental compliance assessments and reporting to verify compliance performance at each site
 - To manage the initial set up to collate technical and planning documents to assist with permit and planning applications including variations to the Environment Agency (EA) and Local Planning Authority (LPA). Longer term this activity will sit in PMO
 - Submit and progress applications, acting as first point of contact on behalf of Bennamann for responses and queries with the relevant statutory body
 - Carry out internal site inspections as required to audit performance against permit requirements
 - Work with finance team to develop budgets and timelines for applications on selected sites
 - Collaborate with Engineering, Project and Operations Teams, to meet all applicable regulations (e.g. CDM, COMAH, EPR, Hazardous substance planning, ADR)
 - Ensure the coordination and action of any environmental monitoring required to comply with regulatory requirements of permit.
 - Take a preemptive approach to identifying HSE issues at Bennamann sites and ensure good communication amongst the team to resolve swiftly and efficiently.
 - Oversee management of HSE accidents and incidents if they arise and ensure lessons learnt are implemented.
 - Implement and collaborate on the Integrated ISO Management System for ongoing HSE compliance. Assess and improve overall compliance with ISO standards, aligning with responsibility and accountability for actions as documented within HR-101a MyC RACI

- Design and deliver internal HSE compliance training to team and site staff with assistance from relevant external experts when required.

Peer group / cross team liaison

- Maintain a good, professional working relationship with colleagues and peers, reflecting Bennamann values
- Collaborate with Engineering, Projects, Operations, Commercial team and HR to ensure clear communication and accuracy on design, process, compliance and plans

Reporting and communication

- Report on all HSE matters monthly to senior leadership team
- Prepare and submit annual reporting on existing permitted sites
- Responsible for leading on HSE compliance at annual ISO audits/reviews

Team/Management of Team

- Effective leadership development and management of own team
- Participate actively in team meetings and proactive in own review and development
- Supportive member of team, role modelling Bennamann values in both internal and external relationships
- Conscientious and caring manager, adhering to all people processes including induction, probation and performance reviews

H&S

- Expert, responsible for own H&S (and that of your direct reports), adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- Ensuring H&S is maintained through all department activities
- Highlight any H&S risks you identify to management
- Ensuring you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

Role Competencies *(drawn from competency matrix)*

Module / Skill or Training	Desired Level*	Relevant Qualifications or experience
Environmental Agency EA Competence	5M	Environmental permitting and audits, as well as versant with LPA application submissions
IMS Integrated Management Systems	4M	Demonstrated ability to implement integrated management systems like PAS 99, ISO 14001, 45001 with strong knowledge of ISO auditing standards
Senior Management Experience	4M	Proven history of focus on continuous improvement Strong leader, emotionally intelligent and with clear approach and credible communication to communicate, advise and report at senior management level
Strategic Thinking	4M	Operational and involved with the day-to-day activities whilst having the ability to drive the strategic direction
Asset Management	4A	Budget and asset management and compliance
NEBOSH	5M	Qualification in General/Construction/Occupational

- 0 Unaware No knowledge of topic, no awareness at all, of the potential hazards
- 1 Novice Familiar with topic but no experience / training
- 2 Beginner Working knowledge of key aspects
- 3 Competent Trained / experienced in parts but not all, can work under supervision on topic
- 4 Proficient Formally trained / knowledgeable and experienced about topic, comfortable with all common issues
- 5 Expert Formally trained and highly experienced, confident with approach to wide range of issues beyond the typical norm

M = Mandatory / Essential for role

A = Additional / Desirable requirement

Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<p>Relevant Experience Work and non-related work experience relevant to the job and organisation</p>	<p>Technical/Operational</p> <p>Proven background in implementing and driving HSE strategy across CDM, Process and Occupational fields and improving HSE KPIs</p> <p>Experience in: Waste processing biological waste treatment and ideally biogas management</p> <p>Leadership & Management Effective leadership of own team, communication with wider team and a conscientious and inspiring approach at all levels of organisations</p>	<p>Experience of hazardous permitting or COMAH.</p> <p>Experience of HSE transformation/improvement programs</p>
<p>Education/ Training Specific qualifications and or training</p>	<ul style="list-style-type: none"> • Batchelor’s or equivalent qualification in agriculture, environment, chemistry, engineering or related science • NEBOSH Certificate in General/Occupational/Construction Health and Safety • OR - IOSH Managing Environmental Responsibilities • CDM Regulations 	<p>COTC L4 in organic treatment CEng or CEnv</p> <p>ISO 9001 Lead Auditor</p> <p>Project Management APM or similar FSEng or PH/RA qualification</p> <p>WAMITAB Level 4 SMSTS CSCS Gold</p>
<p>Qualities, knowledge & skills Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> • Safety • Curiosity • Integrity • Passion • Respect <p>and traits: Humility, Empathy, Creativity, Innovation, Open Minds, Transparency</p>	

	<p>In addition:</p> <ul style="list-style-type: none"> - senior trusted leader and advisor - builds respect and collaboration universally by colleagues - Inspires others, calm in a crisis, no nonsense but emotionally intelligent. - Follows procedures to ensure compliance with company ISO standards - Adheres to process and policy, including PPE and uniform - Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors and scientists - Excellent and proven organisation, planning and communication skills - Attention to detail with ability to audit on a regular basis - Strong presentation skills 	
<p>Additional factors Working conditions/hours, ability to drive, any special working conditions (eg gas handling)</p>	<p>Able to drive and work remotely/away as required Full, clean driving licence</p>	
<p>All candidates must have the current legal right to work in the UK and available for immediate start.</p>		