

Job Description	
Job Title:	Group Health & Safety Manager
Department:	HR
Reporting To:	Director of Group HR
Behavioural Competencies:	
<p>We pride ourselves in our attitude & culture.</p> <p>It is essential that our core behavioural competencies are met irrespective of job role.</p> <p>Positive approach - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others.</p> <p>Time Management - Maintains effort until task is completed & meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do.</p> <p>Professionalism - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships & is respectful to others. Maintains a suitable professional appearance & is an ambassador of FILTERMIST INTERNATIONAL COMPANIES at all times.</p> <p>Quality & Customer Experience - Understands FILTERMIST INTERNATIONAL quality requirements and objectives. Is aware of internal and external customer needs. Has an active interest and pride in FILTERMIST INTERNATIONAL & the service and quality we deliver.</p> <p>Continuous Improvement - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business & Personal.</p> <p>Protecting People & Our environment - understands the importance of safety and welfare both internally and externally & works to ensure we adhere to all regulatory requirements.</p>	
Role definition:	
<p>An exciting opportunity to join the Filtermist Group during a significant period of growth.</p> <p>As our Group Health & Safety Manager, you will be responsible for safety, health & environmental risk management across numerous sites in the business. You will provide practical, proactive advice to our sites and advise, guide and coach management on all matters relating to SHE & develop and support site SHE roles in driving site performance and day to day tasks.</p> <p>You will have a proven track record in managing SHE in large, multi-site organisations and experience of influencing senior management. Most importantly, you'll be up for a challenge, be a vibrant individual and an exceptional communicator.</p>	
Key areas of responsibility, duties and the deliverables expected:	
<p>Assist across all departments to ensure accreditations are achieved and maintained</p> <p>Understand, observe and implement the H&S procedures actively managing a proactive safety culture whilst ensuring compliance with H&S legislation</p> <p>Liaise with the external H&S role to ensure compliance across the group and to support the Target Zero programme</p> <p>Ensure site Environmental compliance with Legislation, Policies and Permits</p> <p>Be the lead competent person for all Health, Safety and Environment matters and ensure timely communication to relevant personnel</p> <p>Champion the development of a highly engaged Health, Safety and Environment culture</p>	

Provide assistance and input to all projects, identifying and implementing continual improvements

Identify and assist in delivering relevant training requirements and liaise with management and staff to ensure continued HSE integration into core operations

Monitor and report relevant site KPI's

Control the day-to-day operations including auditing, meetings, committees, training and updating documents and records for all aspects of the systems

Manage company Safety files

Arrange and conduct fire drills, fire point tests and appropriate training

Maintain first aid records, investigate all incidents and arrange for first aid training when required

Conduct regular site HS checks with department heads

Issue and record entry fobs and premise keys. Retain and store spare keys as appropriate

Ensure the Sinica visitor system is maintained and procedures are up to date

Ensure a programme of site inspections and audits are conducted to evaluate the effectiveness of systems to enable a culture of continuous improvement

Coach, advise and support departmental Managers to ensure safe systems of work are robust and maintained

Review and update site procedures, documents and policies ensuring they remain compliant, relevant and effective

Lead and Manage the site Health, Safety and Environment operations within agreed timescales and budget

Qualifications & Experience

- A recognised and relevant Health & Safety and Fire Safety qualification NEBOSH Diploma or equivalent is essential.
- CMIOSH status or working towards
- OHSAS 18001 Health and Safety Management, ISO 14001:2004 Environmental Management
- Significant relevant Health and Safety / Fire Safety experience (minimum 5yrs).
- Desirable but not essential to demonstrate some knowledge and understanding of Employee Relations (approaches, issues and initiatives) & Personnel Practices
- Strong communication skills.
- Ability to build strong business relationships at all levels across the organisation.

Remuneration & Benefits:

TBC

Role Location:

This will be a Group role, Telford and with multi-site locations.

Why Filtermist?:

Filtermist International Ltd, part of the Swedish [Absolent Group](#), has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. In addition to Filtermist oil mist filters, Filtermist International is responsible for the following brands: [Dustcheck Ltd](#), [Cades Ltd](#), [DCS Ltd](#), [Ecogate Ltd](#), [Gallito Ltd](#) and [Multi-Fan Systems Ltd](#).

It is also the UK distributor for sister company [Absolent AB](#) and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves in operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making all Filtermist companies great places to work.