

Job Title:	HSEQ Lead
Location:	Aviemore (requirement to visit other locations, including Customer sites)
Responsible To:	PMD Divisional Manager.
Direct Reports:	Quality Control Inspectors
Review Date & Rev No	Jan 2024 Rev 04

Purpose of Job:	<p>The Precision Manufacturing Division is a key area of strategic importance within the Hydrasun Group.</p> <p>We aim to completely satisfy our customer needs and requirements with a relentless focus on delivering outstanding service, safety, quality, reliability, innovation, performance & value for money.</p> <p>The role of PMD HSEQ Lead is critical to this aim, providing demonstrable assurance of product and documentation quality.</p>
Key Areas of Responsibility:	<ul style="list-style-type: none"> • Chair Monthly PMD HSE Meeting • Issue Monthly PMD HSE Report • Chair Monthly PMD Quality Meeting • Issue Monthly PMD Quality Report • Co-Ordinate PMD Responsibilities Matrix (HSEQ PPM Tracker) to ensure all mandatory requirements are delivered to plan and in accordance with procedure • Complete PMD Internal Audits • Complete PMD Supplier Audits • Ensure all PMD document reviews (Work Instructions, RAMS, PUWER etc) are completed as required • Deliver or Facilitate PMD HSEQ training requirement • Act as SME on interpretation of Customer Specifications liaising internally and externally to ensure customer expectations are met. • Monitor PMD Non-conformances, audit output and CI initiatives, and lead resultant preventive, corrective and improvement actions. • Ensure all PMD work equipment is suitably identified, recorded on Q-Pulse and is safe to operate. • Ensure all PMD measuring and inspection equipment is suitably identified and recorded on Q-Pulse, serviced and calibrated to required standards, with the appropriate supporting documentation recorded on Q-Pulse. • Maintain an efficient and effective department with a particular focus on speed of response, on time delivery, cost control and value for money • Encourage and develop the Hydrasun "One Team", right first time, every time ethos • Initiate and drive positive change that delivers demonstrable benefits to Hydrasun and our customers

Interfaces (Internal/External):	Internal: CNC Operators, Storepersons, QC Inspector, Line Management, Shift Leaders, Workshop Assistants, Internal Auditors, Group HSEQ Department External: Customers, Suppliers, Sub-Contractors, Auditors	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	Educated to Standard Grade level, or equivalent, including English and Maths	HNC/HND Engineering City & Guilds Nebosh IOSH Managing Safely
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	Experienced as a HSE or QA/QC Lead	CNC Operator & Inspector
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Excellent communication skills • Excellent attention to detail • Working as part of a team • Document control background • Working knowledge of Microsoft Office programs including Word and Excel • Ability to plan and organise within an environment that is constantly changing 	<ul style="list-style-type: none"> • Engineering background • Inspection background • Interpreting Material & Test requirements

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests if the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____ Date: _____

Name in Capitals ()

Signature of Manager: _____ Date: _____

Name in Capitals ()