



# HEALTH, SAFETY, ENVIRONMENTAL & QUALITY MANAGEMENT SYSTEM

## JOB DESCRIPTION

**QAM-SU-F-026**

**UNCONTROLLED IF PRINTED**

### REVISION HISTORY

Revision	Reason for Issue	Issue Date	Approval Signatures	
0	First Issue	Feb 2018	 G. Anderson	 C. Small

**JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title:	Group HSEQ Manager
Location:	Group position based in Aberdeen HQ. (But will be required to travel to other Hydrasun or Customer locations.)
Responsible To:	Operations Director
Direct Reports:	QA Advisor(s), HSEQ Advisor(s), HSE Advisor(s)
Review Date & Rev No:	February 2026

Purpose of Job:	<p>To ensure effective delivery of the required levels of performance related to HSE &amp; Quality Assurance targets, objectives and KPI's, whilst fostering &amp; promoting a continuous improvement culture</p> <p>Demonstrate felt leadership in HSE &amp; Quality Assurance activities across the Hydrasun Group, providing professional guidance and support to all internal and external stakeholders</p> <p>To assure and maintain compliance with the Hydrasun Quality Management system to the ISO9001:2015 , ISO14001:2015 and ISO45001:2018 standards.</p>
Key Areas of Responsibility:	<ul style="list-style-type: none"> <li>• To Drive clear leadership and engagement with the management team across the organisation, to ensure the efficient and effective delivery of the defined HSE &amp; Quality objectives with a clear focus on Management responsibility and overall Risk and Opportunity management.</li> <li>• Maintain an effective HSEQ Management System, that is clearly aligned to the context of the organisation, ensuring that all processes and procedures are fit for purpose in accordance with stated policies and objectives</li> <li>• Ensure that Hydrasun have a clear strategic framework to support and drive continuous improvement across the group in HSE &amp; Quality performance, HSE Culture, underpinned by clear ownership of Hydrasun's HSEQ Management Plan</li> <li>• To engage, collaborate with, and support the senior management team, throughout the organisation, to ensure the delivery of Group HSE &amp; Quality objectives related to Hydrasun's key HSEQ processes.</li> <li>• Play a key leadership role and function in driving the quality assurance principles throughout the organisation, with a particular emphasis on engaging with, supporting and providing guidance to the organisation.</li> <li>• Establish and cement strong working relationships at all levels of the organisation including our key external customers and other regulatory stakeholders</li> <li>• To maintain compliance with prevailing legislative requirements and International standards, ensuring continued accreditation.</li> <li>• Implement and maintain an effective audit and assurance process to</li> </ul>

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	<p>ensure that Quality principles sit at the heart of the organisation and that, through driving clear accountability, the requirements of ISO9001(2015) are met.</p> <ul style="list-style-type: none"> <li>• Ensure effective management of any non-conformances including development and implementation of root cause analysis and problem solving across the organisation, and in turn, using this to ensure a 'Get it right first time' mentality and approach throughout the organisation.</li> <li>• Build strong interdependent relationships through the supply chain to ensure Hydrasun, and its suppliers, meet customers' needs and expectations.</li> <li>• Provide guidance and support to the organisation in relation to specific customer requirements. (Quality plans, statistics, customer audits, etc.)</li> </ul>	
Interfaces:	<ul style="list-style-type: none"> <li>• Group HSEQ Advisors</li> <li>• Internal Training Manager</li> <li>• All managers within Hydrasun HQ and all other branches / locations throughout the group</li> <li>• All Hydrasun customers / clients.</li> </ul>	
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• ISO9001 Lead Auditor qualified</li> <li>• NEBOSH General Certificate</li> </ul>	
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• ISO9001:2015 Internal and External auditing</li> <li>• Proven experience in driving both strategic and line management responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the pressure equipment directive (PED)</li> <li>• Understanding of Product Type approval process</li> <li>• Understanding of UKCA requirements</li> </ul>
Key Attributes:	<ul style="list-style-type: none"> <li>• Experience and strong track record of Implementing quality policies, systems and procedures in accordance with ISO9001:2015 , ISO14001:2015 and ISO45001:2018 standards.</li> <li>• Demonstrable track record of achievement in meeting HSE &amp; Quality objectives and delivery of quality performance targets.</li> <li>• Experience and strong track record of achieving continuous improvement and increased efficiency and effectiveness in the context of best practice in HSE &amp; Quality assurance.</li> <li>• Strong interpersonal skills with the ability to take the lead and deliver innovative solutions in the context of continuous improvement.</li> <li>• Strong leadership skills to achieve the stated purpose of the role, with the ability to clearly communicate and engage with the wider organisation.</li> <li>• A good understanding of the importance of driving clear accountability in the context of compliance with quality processes, procedures and standards.</li> </ul>	

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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* ( \_\_\_\_\_ )

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