

Job Title:	HSEQ Advisor
Location:	PMD Aviemore (requirement to visit other locations, including Supplier & Customer sites)
Responsible To:	PMD Divisional Manager.
Direct Reports:	None
Review Date & Rev No	July 2024 Rev 01

Purpose of Job:	<ul style="list-style-type: none"> To ensure effective delivery of the required levels of HSEQ performance related to HSE & Quality Assurance targets, objectives and KPI's, whilst fostering & promoting a continuous improvement culture. To provide direct HSEQ support to PMD (Precision Manufacturing Division) based in Aviemore, but working closely with the Group HSEQ support function based at the company's headquarters to ensure consistency of policy and approach, ensuring overall group governance and compliance to Hydrasun's Integrated HSEQ management system, and specifically to the ISO14001, ISO45001 & ISO9001 standards. To provide professional support to all internal and external stakeholders (employees, customers, suppliers, regulatory bodies, accreditation bodies, approval bodies).
Key Areas of Responsibility:	<ul style="list-style-type: none"> To ensure Hydrasun maintains overall compliance to the standards, processes and procedures within Hydrasun HSEQ management systems. To drive a positive HSEQ culture taking all necessary action to reduce both HSE and Quality risk within the workplace. Play a key leadership role and function in driving the HSEQ principles throughout the organisation, with a particular emphasis on engaging with, supporting and providing guidance to the Precision Manufacturing Division. Promote and foster a strong team culture, driving clear communication and engagement within the Division, consistent with that across the Hydrasun group. Implement and maintain an effective audit and assurance process to ensure that the HSEQ principles sit at the heart of the organisation and that, through driving clear accountability, the requirements of the HSEQ management system are met. Providing local and support to the management team and employees in HSEQ activities. Ensuring the HSEQ elements of Hydrasun's integrated management system are implemented locally within the Division. Driving a positive culture in the areas of HSEQ, consistent with the culture and work environment across the wider company. Rolling out and implementing companywide HSEQ initiatives within the Division. Ensuring full compliance with HSEQ standards, processes, procedures and policies on a day-to-day basis. Educating and raising awareness with management and staff on the effective

	<p>functioning of HSEQ at the site, ensuring a culture of continuous improvement.</p> <ul style="list-style-type: none"> • 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 • Carry out incident or non-conformance investigations as required into any HSEQ issues and implementing any new practices or procedures, as required. • Provide a positive challenge within the Division to ensure HSEQ is managed properly and effectively as part of day-to-day operations. • To participate and conduct HSEQ meetings with the PMD management team and wider workforce • Co-ordinate the progression and effectiveness of immediate, corrective, preventative and improvement actions resulting from customer complaints, non-conformances and audits, and provide clear analysis on root cause. • Carry out Quality Assurance and HSE inductions for all new employees & contractors • Provide general HSEQ training where required for staff • Write and review HSEQ procedures / work instructions for Division • Provide permit to work (CoW) support to the Division 	
Interfaces (Internal/External):	<ul style="list-style-type: none"> • PMD Management Team • PMD Team Members • Hydrasun Group HSE & Quality Managers/Advisors • Hydrasun Group Engineering Team • All managers within Hydrasun HQ and all other branches / locations throughout the group • Customers / Suppliers / Government and Regulatory Bodies 	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Secondary School Education • NEBOSH General Certificate • Recognised Audit Qualification (IRCA etc) 	<ul style="list-style-type: none"> • ISO 9001:2015 Foundation Training • ISO 9001:2015 Foundation Training
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Working to the ISO 9001, 14001 & or 45001 standards • Experience of working in a similar HSEQ role within a Production/Engineering Environment 	<ul style="list-style-type: none"> • External Auditing • Internal Auditing • Report & Procedure writing • Root Cause Analysis

Key Attributes:	<ul style="list-style-type: none">• A good understanding of the importance of driving clear accountability in the context of compliance with HSEQ processes, procedures and standards.• Demonstrable track record of achievement in meeting quality objectives and delivery of HSEQ performance targets.• Experience and strong track record of achieving continuous improvement and increased efficiency and effectiveness in the context of best practice in HSE & Quality assurance• Strong interpersonal skills with the ability to take the lead and deliver innovative solutions in the context of continuous improvement.• Strong leadership skills to achieve the stated purpose of the role, with the ability to clearly communicate and engage with the wider organisation.
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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 ()