SHEQ Administrator/Advisor (Quote Ref: ARJ-SHEQAD)

**Company Overview:**

Formed in 1991 in Stevenage, ARJ Construction is an established privately owned Main Contractor who have a reputation for delivering excellence and expertise over an established client base throughout the South East. Our key sectors include education, healthcare, commercial, heritage and residential; often working within ‘live’ operational environments. Typical project values range from £3-£25 million, contributing to an expected turnover of £70 million within this financial year.

Our success has been based around building and maintaining strong client relationships, with a focus on partnering and collaboration. As a result, approximately 70% of our business is with repeat clients or consultant teams.

We are currently looking to recruit a main contractor experienced SHEQ Administrator/Advisor, with a view to offer further training and support towards becoming a SHEQ Advisor in the future, having some SHEQ Advisory experience would be a distinct advantage. The role will be based out of our Head office in Stevenage though you will also visit our live projects in the London and outer lying areas such as Hertfordshire/Bedfordshire/Essex/Surrey.

**Duties and responsibilities:**

* + - * Reporting directly to the SHEQ Manager you will support the overall safety, health environment and quality assurance side of the business
* Assist in the monitoring and implementation of 9001, 14001 and 18001 to ensure compliance including;
  + Assisting in internal audits
  + Maintaining internal audit schedule
  + Maintain registers such as risk register, communications register, document register etc.
  + Monitor document control and issue new revisions as required
  + Assist in keeping manuals and procedures up to date
  + Other information includes site waste management plans, quality plans etc. in line with the management standards
* Record trends from inspection reports and maintain the site inspection schedule
* Attend meetings and issue minutes
* Assist in project start up information
* Assist in maintaining site project information
* Liaise with site teams and ensure project information is returned and the necessary information is stored on the system
* Support the business by way of advising on SHEQ requirements

**Requirements:**

* Training towards **NEBOSH Certification** will be offered and in the long-term support towards **NEBOSH Diploma**
* A minimum of 1-2 years’ experience working as a SHEQ Administrator within the Construction industry
* Excellent communication skills with a strong ability to influence at all levels (colleagues and subcontractors)
* A self-starter and the ability to remain focused whilst working across multiple tasks
* We are heavily involved in timber frame construction so willingness to study towards the NEBOSH Fire Certification along with any relevant experience in fire safety and/or risk assessment would be advantageous

**To apply:**

Please email your updated CV including all relevant information to our In-house Recruiter; Sam Carroll at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk). Quoting reference: **ARJ-SHEQAD** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Personal data received via our recruitment team will be processed and held on an encrypted server for a period of up to two years maximum.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2018.**