

We have an exciting new opportunity for a full time SHEQ Advisor to join our established SHEQ team, with responsibility for monitoring and auditing our sites.

The successful candidate will have an established background working for or advising main contracting construction businesses. The role of Advisor will be based out of our Head office in Stevenage though you will also regularly visit and work from our live projects in the London and outer lying areas such as Hertfordshire/ Bedfordshire/Essex/Surrey and other areas as required.

Typical project values range between £15m- £45m.

## **SPECIFIC RESPONSIBILITIES:**

- Reporting directly to the SHEQ Manager supporting the overall safety, health environment and quality assurance side of the business
- Carry out site inspections, write reports giving recommendations and advice based on applicable legislation, codes of practice, guidance and the organisation Site Health & Safety Standards and policies
- Monitor, review and advise on the following activities and applicable legislation such as the following but not limited to:
  - Duties and requirement under the Health and Safety at Work act
  - Relevant parts of CDM 2015 – duties, general requirements, welfare and H&S file
  - Management of Health and Safety at work
  - RIDDOR
  - Manual handling
  - PPE regulations
  - Lifting operations, cranes and any other activity within LOLER and other guidance such as CPA guidance documents
  - The use of plant & equipment under PUWER
  - Use and the control of substances and materials under COSHH regs, particularly silica dust, wood dust, dust controls, RPE, face fit testing etc.
  - Work at height activity, use of scaffolding and other access equipment, rescue procedures etc.
  - Control of temporary works in line with company procedure and BS5975
  - Control of asbestos at work and lead
  - Applicable fire legislation and guidance
  - Control of noise and vibration at work
  - Electricity at work
  - Safety sign and signals
- Stay abreast of legislation and industry alerts
- Write weekly and monthly summary reports
- Attend regular meetings at Head Office and on-site
- Assist in the monitoring, management and implementation of 9001, 14001 & 45001 to ensure compliance
- Deliver training and briefings as required
- Write and assist in developing Construction Phase Plans, Environmental Management Plans, Risk Assessments, COSHH Assessments and Method Statements
- Carry out incident investigation and write reports
- Monitor sub-contractor performance, training RAMS etc.
- Highlight trends, bringing any issues to the immediate attention of the SHEQ Manager

**EXPERIENCE REQUIRED:**

- NEBOSH Construction or General Certification as a minimum (working towards NEBOSH Diploma would be a distinct advantage), which we would support to completion
- Environmental training would be an advantage
- Ability to promote a positive safety culture is essential
- A minimum of 2 years' experience as a SHEQ Advisor within the Construction industry
- Ability to demonstrate experience of your knowledge of current Health and Safety legislation at both the interview stage and also as part of your day to day role
- Excellent communications 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
- Experience working on multi-site construction projects
- Experience of accident and incident investigation reporting
- Familiar with groundworks, RC frame, Steel frame, refurbishment and fit out projects and knowledge and experience of the high risk elements such as lifting operations, excavations, temporary works, plant operations, working at height, rescue procedures, traffic management, dust/noise and vibration control etc.

**LOCATION:**

This role will be based out of our Stevenage Head Office with a requirement to travel to project sites, typically across Greater London, Home & Southern Counties as required.

**PACKAGE:**

ARJ recognise and appreciate the hard work and commitment of our staff.

The successful candidate will enjoy a competitive salary (based on experience), in addition to 21 days annual leave (plus Christmas shut down and all statutory holidays), pension scheme, car/car allowance, laptop and mobile telephone.

**TO APPLY:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: ARJ-SHEQA on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – HR Manager, 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.

**Strictly No Agencies without express invitation.**