

JOB DESCRIPTION



JOB TITLE	Senior Consultant – Management systems and auditing
OVERALL OBJECTIVE	Provide expert advice and delivery to clients around the development and implementation of management systems as well as compliance and legal auditing
KEY JOB AREA	Management Systems development and implementation Compliance and legal auditing Recommend practicable and achievable improvements Liaise with clients and fulfil clients' requirements Develop client relationships to preferred supplier status Ensure quality service and high standard of work to all clients Implement, maintain and improve systems and processes Ensure records of work, time, and client contact are maintained accurately Ensure quality service and high standard of work to all clients Manage team to support delivery of services Support and train team members

SPECIFIC JOB TASKS AND ACTIVITIES

1. Development and implementation of processes and procedures for clients to sit within a Management System which attains the standards set by OHSAS18001/ISO45001, ISO14001, ISO9001 and ISO50001, and accurately reflect the manner in which they conduct their operations.
2. Providing good and accurate advice on health and safety, environmental, quality, carbon management and waste management.
3. Implementation of Quality, Environmental, Energy, Health and Safety and Integrated Management Systems for a diverse range of clients.
4. Auditing of Environmental, Quality and Health and Safety Management Systems for clients to ensure that they meet the requirements of and improve the management system.
5. Conducting compliance audits against legal and other regulatory obligations
6. Accurately reporting results of audits.
7. Identification of potential business and management system improvements and providing achievable recommendations.
8. Support with the maintenance of the management system. Amending and updating Management Systems to ensure that they meet client requirements and the ISO standards.
9. Ensure clients are responded to quickly and within time periods agreed with them.

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10. Building relationships with all clients, maintaining quality standards by regular communication.
11. Keeping up to date with legislation, guidance and developments in health and safety, waste management and environmental matters.
12. Liaison with all clients in order to provide an excellent service and rectify any problems, offering solutions, whilst maintaining service standards.
13. Ensuring that all documents are issued, updated and stored in a controlled manner to give an accurate record of all submissions for future reference and ease of update.
14. Assisting the Director in environmental permitting and land management work submitting applications for other environmental matters.
15. Assisting and taking part in investigations for contamination status of land and producing accurate reports.
16. Assisting and advising clients in all other matters relating to health and safety, waste management and environmental improvement.
17. Assist in producing information sheets for clients which detail legislation, guidance and future developments within health and safety, waste management and the environment.
18. Completing accurately records of time and expenses spent on individual client work
19. Ad-hoc duties as required by the Director.

QUALIFICATIONS and EXPERIENCE

Mandatory

- Degree in environmental subject
- 5 years minimum experience in the implementation of integrated management systems compliant with ISO9001, ISO14001 and ISO18001 standards
- 5 years minimum experience in conducting internal audits in accordance with ISO19011
- 5 years minimum experience in conducting legal compliance audits

Desired

- Lead Auditor Status ISO14001 or 9001 by IRCA Certified organisation
- MSc in an environmental management or equivalent
- NEBOSH Certificate
- Experience with implementation of management systems compliant with ISO50001

COMPETENCY REQUIRED

Communication Skills Delivers information to others using the appropriate communication method. Actively listens and checks to ensure their communication and others understanding is consistent.

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Driving Results	Shows clear understanding of team working and how individual actions impact upon the Business', along with realisation of the necessity to drive towards delivering excellent quality standards. Show responsibility for own actions.
Planning and Implementation	Need to demonstrate initiative and be a self-starter. Need to plan ahead and prioritise daily, weekly and monthly tasks.
Customer service focus	Demonstrates customer satisfaction in their own behaviour acting as a role model for others by championing the importance of offering excellent service to all clients. Demonstrates a sincere need to aid and assist the customer in achieving their objectives for business improvement.
Confidence	Shows confidence in self, team and business.
Self Development	Strives to enhance their own abilities to learn new things and develop themselves both with company support and individual learning. Demonstrate the ability to "self motivate".
Business Awareness	Shows clear understanding of business, industry and market place.
ISO9001, ISO14001 and OHSAS18001/ISO45001	Shows clear understanding of the requirements of the international standards
Legislation	Demonstrates good general knowledge of requirements of environmental and health and safety legislation. Interprets competently performance of operations and processes against legislation.
Auditing	Demonstrate proficiency in auditing management systems and compliance with statutory and regulatory obligations