



Job Description Safety Health Environmental and Quality Manager (SHEQ)

About us.....

Connect Modular

Our purpose is creating better, faster ways to build sustainable communities.

Our modular construction methods mean we can build better, greener homes that can be occupied faster to help the Scottish social housing sector meet it's target of 110,000 new affordable homes by 2032.

Company Values

Think Different

Make no bones about it, we're here to transform an industry. We don't accept "but this is how it has always been done". Instead, ask yourself- "Is there a better way?". We will support innovation.

Customer First

Always consider how your actions will impact the customer or the end user. We exist to solve their problems and deliver the highest quality. Ask yourself- "Will my contribution to this project make the customer want to buy from us again in the future?"

Championship Team

We set goals that will stretch us and force us to develop as a team and as individuals. We champion drive, grit and determination and will invest in you along the way. Connect Modular want to earn employee commitment and, in turn, we expect employees to earn their place on the team.

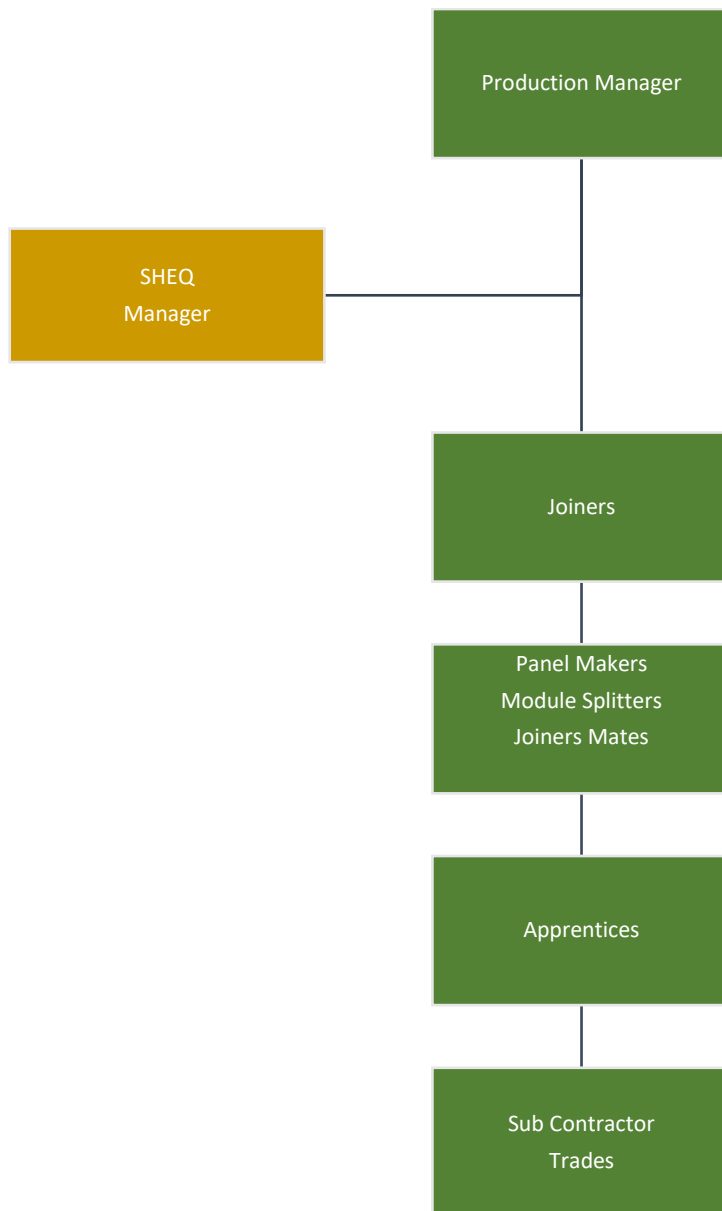
Positive Impact

We believe that you can make money and do good. Each project we deliver should achieve one or more of the following through its design, manufacture, and construction:

- Reduce carbon in the built environment
- Increase social equality
- Help regenerate communities

Constructive Relationships

We value learning over being right. Let's be open and honest and fix it together. Seek out constructive feedback to help your development. If you're a "glass half full" kind of person, you'll fit right in with the team.



Communications and Working Relationships:

- Establish excellent working relationship and partnerships based on an open two-way communication style with:
- **Internal:** All production employees, Production Manager, Subcontractors various trades, Technical Manager, Site Manager, Management Teams
- **External:** Customers, Clients, Clerk of Works, Suppliers
- **Deputise for :** Production Manger during periods of absence or leave



The Post

As part of our expansion planning there is now a requirement for a SHEQ Manager to oversee the quality processes within our manufacturing facility and sites. You will carry out inspection of incoming raw materials, modules in construction, pre transit and pre handover to client.

You will ensure that quality, health and safety and environmental documentation is accessible and current and appropriately filed within the Connect Modular management systems You will be part of a team who will deliver and drive improvements throughout the manufacturing and construction processes.

You will produce meaningful analytical reports on quality and build times, snagging and reworks, maintain lessons learned logs and non-conformance reports with close outs.

Working with the production manager and technical manager you will identify potential sources of errors and snags and suggest ways to eliminate them. Part of this will include identifying specific training needs of factory teams.

The SHEQ manager will operate within the Build Offsite Property Assurance Scheme (BOPAS) and ISO 9001 and ISO 14001 management systems and any future assurance framework. The objectives of which are continuous improvement through process improvement and environmental management respectively.

You will assist in the internal and external audit process by ensuring that the health and safety quality procedures are implemented during every step of the production process.

The SHEQ manager has a leading role to play in achieving the Key Performance Indicators (KPIs) set at the beginning of each project for quality and health

and safety.

To be successful in the role, team building, leadership and developing skills will be key as it is essential that the person filling the role is confident in managing challenging situations.

General Information

Job Title: Safety, Health, Environmental and Quality (SHEQ) Manager

Term: Full time. Permanent

Location: Cumnock, Ayrshire with flexible working and occasional travel to sites across the UK

Rate of Pay: DOE

Job Purpose:

To contribute to production efficiencies whilst maintaining product quality in a safe working environment through technical guidance, planning and teamwork.

To work with site managers, foremen and team members to meet and maintain the principles of assurance scheme memberships. These currently include ISO 9001,14001, Build Offsite Property Assurance Scheme (BOPAS), Considerate Constructors and Safe Contractor Safe Scheme in Procurement (SSIP).

The SHEQ Manager will require the following:

- SVQ3 or City and Guilds equivalent in carpentry and joinery or a construction related equivalent
- NEBOSH Health and Safety Management for Construction or IOSH Safety Health and Environment for Construction Site Managers
- Materials reception, allocation or quarantine and storage experience
- Experience in a manufacturing environment
- Ability to read and interpret architectural and engineering drawings
- Demonstrate leadership qualities and display a coaching and supportive role in teams
- Have good communication skills both verbal and written
- To be punctual
- Have a keen eye for detail and a strong record of success in implementing new QA procedures
- A full UK driver's licence and own transport
- Demonstrate a positive attitude and flexibility in approach
- Be able to deal with challenges to decisions and requests

Working under the guidance of the Production Manager, the role will involve supervising, controlling and reporting on the quality of the following:

- Completion of the following in line with required production and quality standards:
- Floorplate
- External Walls
- Ceiling/Roof
- Internal Stage 1 (roughing)
- Internal Stage 2 (finishing)
- Assembly of modules on site, which includes, Roofing, Cladding, Brickwork and Render finishes
- Working within Connect Modular quality assurance frameworks and refining quality manual and process recording as necessary

Factory Performance Key Result Areas:

- Implement and oversee records for quality and safety monitoring under the direction of the Production Manager
- Provide a morning update to the production manager on the status of quality and safety
- Produce reports for review by the production manager for weekly production meetings
- Coordinate and deliver quality based Toolbox Talks as necessary under the direction of the Production Manager
- Lead by example to ensure all team members are workplace competent

Quality Performance Key Result Areas:

- Maintain and oversee records using the Connect Modular management system for quality and production monitoring under the direction of the Production Manager.
- Ensure design amendments are identified and reported to the Production Manager
- Monitor work to reduce snagging levels on modules
- Any other tasks as directed by the Production Manager to ensure the smooth operation of the factory and to achieve maximum efficiency and customer satisfaction
- Monitoring and reporting on key KPIs for health and safety statistics

Health and Safety and Environment:

Both you and the Company have a legal and moral responsibility to maintain a safe and healthy working environment. Please ensure that you fully understand your role and responsibilities as set out within the Connect Modular Health and Safety policy.

- Managing Health and Safety within the factory
- Ensure accurate recording and reporting of accidents, incidents and near misses to the Production Manager
- Contribute to continual improvement of Health and Safety practices within the factory and site
- Ensure PPE is maintained and worn correctly at all times in production area
- Implement and oversee **clean as you go** and waste policy to ensure appropriate disposal of waste from bays.
- Ensure only fully signed off trained staff use dangerous equipment e.g. Saws, Nail Guns
- Identify any training gaps within the team and report back to the Production Manager

In addition, the SHEQ Manager will:

- Assist with the induction of new production staff
- Coordinate quality and assist in internal and external audits for BOPAS, ISO 9001 ISO 14001 and other accreditation schemes.

Job Description Agreement

Job Holder's Signature _____

Date: _____

Manager's Signature _____

Date: _____

SHEQ Manager Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum SVQ 3 Joinery, Construction, City & Guilds Carpentry & Joinery 6706 or equivalent construction industry qualification • Similar level of qualification in compatible industry • NEBOSH or IOSH certificates 	<ul style="list-style-type: none"> • HNC Construction • SMSTS • CSCS – GOLD • Fire Marshall • Internal Auditor qualification
Skills and Competencies	<ul style="list-style-type: none"> • Open and communicative, customer focused • Practical, flexible individual who will seek practical solutions • Self -Motivated • Team worker who can motivate and add value to others • Ability to communicate concisely and with conviction • Ability to conduct challenging conversations and deal appropriately with reactions • Expert record keeper and system developer 	<ul style="list-style-type: none"> • Experience of self-managing • Experience of working with multi-level teams • LEAN manufacturing experience
Technical Knowledge	<ul style="list-style-type: none"> • Experience of configuration of plans • Experience of process and product inspections within manufacturing environments • Ability to carry out workstation audits • Experience of onsite construction quality assurance • Use of non-conformance logs 	<ul style="list-style-type: none"> • Experience of quality assurance systems ISO 9001, ISO 14001, ISO 45001, BOPAS • Experience of first article inspection (FAIR)

	<ul style="list-style-type: none"> • Experience of environmental regulations, regulation and compliance of production waste and disposal 	
Previous experience	<ul style="list-style-type: none"> • Experience of delivery of high-quality new build projects • Evidence responsibility for raw material to on site completion quality assurance 	<ul style="list-style-type: none"> • Experience of modular construction or manufacturing • CSCS current card
Experience Required	<ul style="list-style-type: none"> • Strong technical knowledge and expertise • Running of concurrent projects • Ability to review designs and drawings and have input on buildability • Demonstrable proficiency in use of • Microsoft 365 proficient 	<ul style="list-style-type: none"> • MS Project User
Special attributes	<ul style="list-style-type: none"> • Drive and ambition to be part of a business that delivers an alternative to traditional house building • An inquisitive individual who is open to learning new skills and gain new experiences • Clear communication and coordination skills 	
Additional	<ul style="list-style-type: none"> • Full UK Driving Licence • Problem solving and interpersonal skills • Availability for site visits some of which may be in remote locations 	