
Assistant SHEQ Manager – Job Description

Role Purpose

The Assistant SHEQ Manager is responsible for assisting the SHEQ Manager in leading and maintaining the company's compliance with Health, Safety, Environmental, and Quality standards across all operations. The role ensures robust procedures, safe working practices, compliance with CDM Regulations, and the effective management of accreditations such as CHAS and Constructionline. The post holder will champion continuous improvement, support tender submissions, and promote an organisation-wide culture of integrity, professionalism, and social value.

Key Responsibilities

Health, Safety & Environmental (HSE)

- Maintain full compliance with **CDM Regulations** and ensure companywide understanding of CDM duties.
- Manage and maintain accreditations including **CHAS, Constructionline**, and other relevant schemes.
- Conduct **regular Health & Safety site audits**, inspections, and workplace assessments.
- Develop, implement, and review Safe Systems of Work, Risk Assessments, Method Statements (RAMS), and associated documentation.
- Provide HSE advice and support to operational teams and senior management.
- Promote a proactive safety culture and ensure legal compliance with all relevant regulations.

Quality Management

- Lead and deliver **internal audits** across all operational and business functions.
- Support continuous improvement initiatives and ensure corrective & preventive actions are implemented.
- Maintain quality documentation in line with ISO standards (e.g., ISO 9001, 14001, 45001 if applicable).
- Ensure consistent quality standards and practices across the organisation.

Tendering & Business Development

- Assist with **Pre-Qualification Questionnaires (PQQs)**, supplier information requests, and tender submissions.
- Provide required SHEQ documentation, evidence, policies, and certificates for bids.
- Support development and reporting of **Social Value** commitments and performance.

Professional Standards & Behaviours

- Demonstrate a professional demeanour, strong moral compass, and high levels of integrity.
 - Represent the company positively with clients, suppliers, and stakeholders.
 - Promote company values and act as a role model for safe and ethical behaviour.
-

Skills & Competencies

- Strong understanding of UK H&S legislation and CDM Regulations.
 - Sound knowledge of quality assurance and audit principles.
 - Excellent written and verbal communication.
 - Strong IT skills, including the ability to create **presentations, reports, dashboards**, and training materials.
 - High attention to detail and strong organisational skills.
 - Ability to work autonomously, with confidence to challenge unsafe or non-compliant practices.
-

Qualifications & Professional Development

(Essential or to be attained within agreed timescales)

- NEBOSH General Certificate.
 - Membership of **IOSH** (minimum Associate/Technical level; working towards higher grades).
 - Evidence of ongoing **CPD**.
 - Internal Auditor qualification.
 - SMSTS.
 - PASMA and/or other relevant industry competency certificates.
 - Clean UK driving licence.
-

Desirable

- Experience within the construction, engineering, or facilities services sector.
 - Knowledge of environmental management systems.
 - Experience running or maintaining compliance for CHAS / Constructionline.
-

Reporting To

- The SHEQ Manager
-

Send your CV to vhardy@mcphillips.co.uk