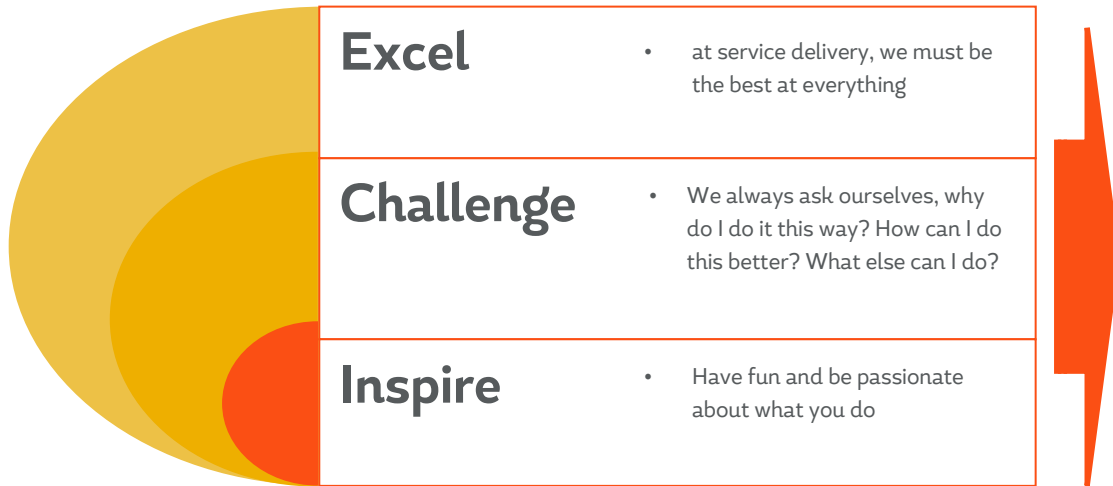


## QHSE compliance officer

<b>Company name:</b> CIT Facilities Management	
<b>Job Title:</b> Training coordinator	
<b>Reporting to (position):</b> Head of Business Improvement	

### Our values and behaviours

An individual's belief in our values and behaviours is as important as their technical and/or professional know how which is why our Job Descriptions are written with these in mind.



### Job objectives and responsibilities

- Primarily responsible for assisting in the development, management with the maintenance of the integrated management system; ensuring compliance with the requirements of the business and third party quality, health, safety and environmental accreditations.
- Assist with implementing the business continual improvement programme and facilitating and taking part in the completion of the internal audit schedule.
- Provision of Management Information relating to QHSE performance.

### Main duties

#### Internal Audit

- To undertake high level internal risk based process audits in line with relevant external standards
- Liaise with the business heads to facilitate the completion of the risk based internal audit, including the management of any escalation process.
- Maintain the audit schedule, action log and associated reporting formats.
- Maintain relationship between the businesses and external third party certification bodies, in line with agreed SLA.
- Maintain records and analyse audit/incident findings to develop trend and root cause analysis (RCA) as part of Management Information (MI) requirements.
- Produce monthly management reports as defined by the Head of Business Improvement.
- Through analysis, provide early warning to the business teams on any issues which may result in failures of the Business Management System (BMS) and subsequent financial deductions.
- Update and maintain relevant areas of the CFM BMS, to include developing and reviewing processes/ documentation to ensure compliance with Group requirements.
- Monitor and maintain relevant QHSE files.
- Produce and distribute periodic document and Management Information (MI) updates to the relevant business contacts.

**Training and Development**

- Develop and maintain a site training and development plan to ensure that all officers are trained and competent in their roles in line with company standards
- Coaching and developing the site personnel
- Development of succession and talent management plans.
- Conduct training sessions and submit relevant reports.

**QHSE**

- To ensure that a safety culture is promoted across CFM and to ensure all activities meet CFM HSE best practice;
- To ensure that risk assessments and method statements exist for all operational tasks;
- To ensure that all staff are appropriately trained in safe system of work and receive adequate PPE to conduct the role;
- Audit of the work performed by site teams to ensure compliance with H&S, standard operating procedures and CIT’s business management system

**Person Specification**

- The post holder will be required to have a fully flexible approach to shift patterns to support the team Manager, over the full range of duties Saturday to Thursday days and evenings
- High level of integrity trustworthy and reliable
- Self-motivated and works on initiative, asking for help when needed;
- Team leadership, motivational and team engagement skills
- Ability to influence, motivate and liaise with others
- Disciplined and professional attitude
- Excellent interpersonal and effective communication skills
- Ability to manage stressful situations and work under pressure
- Qualified to or willing to study further towards – HSE, BICS, BPCA, and first aid certificates as required
- Proficient in written and oral communication skills and IT literate/competent
- Ability to work with established procedures and to contribute positively to any improvements
- Ability to listen and demonstrate creative thinking skills
- Demonstrate understanding of OHSA, and Health and Safety at Work Act
- Ability to manage resources and budgets in line with targets

Desireable but not essential

- OHSA Certified
- ISOHH Managing safety

**Working within the CIT values and behaviours**

Value	How we behave
<p><b>Excel</b> - We work with each other to achieve the best for our clients and our colleagues. We take pride in our roles and are committed to building great relationships with everyone we work with.</p>	<ul style="list-style-type: none"> <li>• We treat all colleagues with respect</li> <li>• We challenge people when they don’t do the right thing</li> <li>• We welcome advice from anyone that might improve what we do</li> <li>• We are open and honest</li> <li>• We think safety and always follow rules for safe working</li> <li>• We work with each other to achieve the best for clients and for CIT</li> <li>• We share information to help colleagues succeed</li> <li>• We build great relationships</li> <li>• Our first response to requests will always be positive</li> <li>• We look out for each other, never walking by unsafe actions or situations</li> </ul>

<p><b>Inspire</b> - We support and encourage those around us to succeed at everything they do. We do good things for each other, the environment and the communities in which we work.</p>	<ul style="list-style-type: none"> <li>• We support and encourage each other to develop</li> <li>• We lead by example</li> <li>• We set clear expectations</li> <li>• We listen to and learn from others</li> <li>• We learn from mistakes and incidents to prevent recurrence</li> <li>• We do good things for each other, the environment and the community</li> <li>• We appreciate diversity and encourage it</li> <li>• We demonstrate team spirit</li> <li>• We are committed to doing things better and setting new standards in all that we do</li> <li>• We take pride in what we do and have fun doing it</li> <li>• We celebrate success and say thank you</li> </ul>
<p><b>Challenge</b> - We give it everything we've got and constantly bring new ideas to the table. We embrace new thinking and technologies to help our clients and colleagues change the way they live and work.</p>	<ul style="list-style-type: none"> <li>• We bring new ideas to the way we do things</li> <li>• We are willing to try new things</li> <li>• We encourage and support innovation</li> <li>• We consider things from other peoples' points of view</li> <li>• We embrace new thinking and technologies</li> <li>• We build health &amp; safety into everything we do</li> </ul>

<p><b>Health and Safety responsibilities</b></p>	
<ul style="list-style-type: none"> <li>• Follow Group and company policies and procedures at all times;</li> <li>• Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;</li> <li>• Use all work equipment and personal PPE properly and in accordance with training received;</li> <li>• Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;</li> </ul>	