



Health & Safety Facilities Manager

We are seeking to recruit a Health & Safety Facilities Manager at our Felixstowe site. The responsibilities of the role ensure the effective planning of all asset maintenance aspects, which include day to day planning, the management of planning schedules, effective and efficient use of the IFS asset management system to ensure compliance to specific legislation and manufactures guidance. The role also includes managing sub-contractors and other third parties in line with the business policies and procedures, ensuring effective and efficient processes are adopted to ensure compliance is implemented and continuous improvement is incorporated.

The main duties of the role will include:

- Management & control of all Health and Safety and environment aspects and impacts
- Management & control of the IFS asset management system
- Close liaison with operational areas in relation to Health & Safety and facilities management
- Trend analysis of re-occurring defects
- Work order management and control, and input and reporting
- Monthly KPI reporting & analysis of spends and actions
- Asset documentation management & Compliance
- Contractor control & site inductions, and control and responsibility of the Permit to work system
- Health and safety cascades to all teams and departments
- Management & coordination of statutory inspections
- Risk assessments and safe systems of work
- Waste management control
- Assisting the Safety Champions
- Conduct audits and inspections
- Support and coach the management teams
- Identify and implement proactive interventions

Candidates should have a minimum of 5 GCSE's or equivalent, together with SPA and a Nebosh General Certificate Health & Safety. Managerial knowledge in terms of operations and personnel management. It would also be desirable for candidates to have experience of Man management, Time management, Nebosh Environmental Management, NVQ level 3 and CIMA / ACCA

If you feel you have the necessary skills to undertake this challenging role please send applications in writing to:

**Group HR Department
PD Ports
17-27 Queens Square
Middlesbrough
TS2 1AH**

Via email: hadmin@pdports.co.uk

Closing Date – 31st December 2020