

Job Title: Compliance and Health and Safety Officer	Location: Hunmanby
Department: Quality Department	Contract: Permanent Full Time
Reports To: Quality Manager	Direct Reports: N/A

1.0 Job Summary & Role

The Officer Holder is required to advise on and administrate H&S systems and policies within the company. Continually monitor company adherence to regulatory requirements and ensure that DSE is able to demonstrate compliance.

2.0 Key Responsibilities & Main Duties

Compliance Officer

- Monitor and maintain requirements for Company Governance and Code of Conduct, with regard to due diligence measures, auditing and training updates.
- Ensure Company products and systems comply with all necessary Industry-related regulatory requirements including:
 - EU/CE Directives e.g., RoHS, REACH, WEEE, Packaging etc.
 - Country-based import regulations for RoHS, REACH e.g., UAE ECAS China RoHS etc.
 - Conflict Minerals, Responsible Minerals Initiative.
 - California Proposition 65.
 - Others as they arise.
 - Financial misconduct
 - Whistleblowing – Whistle blowing Officer.
 - GDPR – Data Protection Officer
 - Waste Management Return
 - ESOS Reporting (Energy Savings Opportunity Scheme)
 - WEEE Return
 - Battery Regulations Return
 - Packaging Regulations Return
 - Energy Management Return
 - Known Consignor 2nd Contact.
 - Company Risk Register
- Ensure that the tools and software utilised are current and suitable for the required tasks
- Initiate and co-ordinate improvement projects.



JOB DESCRIPTION & PERSON SPECIFICATION



- Provide and support the certification/reporting processes as required.
- Carry out regular audits on a daily, weekly or monthly basis, as required.
- Provide regular, detailed analysis and reports of performance.

Health and Safety Advisor

To advise and administrate Health and Safety systems and policies within the company to ensure that DSE complies with all legal Safety guidelines and requirements.

With responsibilities for: -

- Health and Safety Induction and H&S Internal training
- Risk Assessment and Risk Reduction
- Fire Safety – Responsible Person
- Asbestos
- Legionella
- – Pressure Systems / LEV / LOLER/
- Accident, Incident, Near Miss reporting and management.
- Communication of H&S information with internal and external parties
- Contractor Rams & Method Statements review and challenge to ensure safe working processes.

3.0 Internal & External Relationships

Internal (UK Sites – Overseas sales Offices)

- Senior Management; update Status + changes requiring attention.
 - *Communication: All above visual / verbal / written.*
- Directors
 - *Communication: All above visual / verbal / written.*
 - *Monthly summary report to the Board*
- Workforce; Support/ Update Monitor
- Sales; Support/ Update Monitor
- Office; Support/ Update Monitor
- Manufacturing; Support/ Update Monitor
 - *Communication: All above visual / verbal / written.*

External

- Contractors; Support / Review RAM's
 - *Communication: Collection & Transfer of data; review of RAMS*
- Approval agencies; Monitor for updates.
 - *Communication: Collection & Transfer of data.*
- Specialist support agencies (Waste & Wee etc); Monitor for updates.
 - *Communication: Collection & Transfer of data; submit data*



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- Training providers: As required.
 - *Communication: review requirements prior to event organisation*
- Ext assessors (LEV; known consignor; ISO; Waste; Energy); Co-ordinate activity.
Communication: review requirements submit data or demonstrate compliance.
- Customer support (Governance & Financial Conduct questions); As required.
Communication: Collection & Transfer of data; submit data

4.0 Key Performance Indicators

- H&S work schedule is maintained and kept up to date, highlighting to senior management any late activity or concerns.
- Accidence and Near Miss data maintained and monitored monthly.
- Compliance requirements are monitored and met (Waste / WEE / Asbestos / LEV / Legionella).
- Thorough Examinations are carried out to deadlines.



JOB DESCRIPTION & PERSON SPECIFICATION



5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> • Knowledge of Corporate Governance • Reach / RoHS / CMRT SCIP reporting • Knowledge of H&S systems within a manufacturing environment. • Knowledge of Waste Management 	Desirable: <ul style="list-style-type: none"> • Knowledge of problem solving techniques • Management System organisation • ESOS Reporting (Energy Savings Opportunity Scheme)
Skills & Attributes	
Essential: <ul style="list-style-type: none"> • Integrity and strong moral principles • Ability to work on own initiative, under pressure and to tight deadlines. • Risk Assessment • Investigation skills • Good communication at all levels. • IT Skills – MS Office; • Patience Persistence and Perseverance 	Desirable: <ul style="list-style-type: none"> • Able to demonstrate analytical thinking. • Internal Auditing • Able to balance commercial and regulatory risks • Data manipulation and presentation skills in data presentation.
Experience	
Essential: <ul style="list-style-type: none"> • Previous employment in a similar role. • Working in Manufacturing • Experience within an Electronic/Electrical or Mechanical manufacturing environment 	Desirable: <ul style="list-style-type: none"> • Demonstrable attainment of corporate governance and H&S improvements in a similar role.
Qualifications	
Essential: <ul style="list-style-type: none"> • NEBOSH National General Certificate • Proficient in Maths / English 	Desirable: <ul style="list-style-type: none"> • NEBOSH Diploma • Degree level education

Created by	Dated Created
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