

SHEQ Manager Nigeria

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Company: Chronos Consulting

Location: Nigeria

Category: other-general

Job Description

SHEQ Manager Nigeria

Location: Nigeria Ensure that all Company property, personnel, clients, third parties and associates adhere to the Company's Safety, Health, Environment and Quality standards and procedures, keeping them safe, healthy and compliant and safe guarding the environment • Develop the Company's core commitment to sustainability such that it is embedded in all policies and procedures • Implement and maintain a Company wide Integrated Electronic Management System • Educate and inform all Company staff on the SHEQ Integrated Management System and its policies Procedures and their importance / value to the Company and the environment • Maintenance of ISO Certifications and other related approvals and certifications **Personnel Management** • Educate and inform staff on the Company's SHEQ policies and procedures • Plan and conduct new employee orientation to foster positive attitude toward organizational objectives • Analyse training needs on an on-going basis and design new employee development, language training and general health and safety programs when necessary • Identify staff vacancies and recruit, interview and select applicants to be considered • Analyse statistical data and reports to identify and determine performance and optimal future direction of the Department • Merit assessment of own staff and peers • Departmental staff training and motivation

- Oversee Management of Departmental supplies and inventory
- Train staff to monitor the use of the inventory and send the required forms to the accountants and auditors in line with Company policies and procedures

General

Administrative Tasks• Establish and maintain job descriptions for own staff• Compile monthly budgets for the Department• Cost control and income monitoring• Petty cash management• Maintain, improve and implement Policies and procedures• The Employee may also be required to perform duties not directly related to their area of experience or expertise, in which case proper instruction will be provided by the Company• Ensure that the highest ethical standards are maintained in all activities Overall operational management of the Company's SHEQ Department• Assisting in planning and strategic direction of Company, particularly with respect to SHEQ related matters• Selection and management of sub-contractors and consultants• Liaising with and educating current and potential clients• Prepare regular, weekly and monthly reports including historical data and forecasts / targets for SHEQ, including compiling SHEQ statistics and other data required for the management review and implement agreed actions focusing on continuous improvement of the QMS, EMS and OHSMS• Assist in Company Administrative and Corporate Governance set-up• Compile monthly budgets• Cost control and income monitoring• Responsibility for the implementation of the company's ISO- compliant quality management system (QMS) throughout the business• Responsibility for the implementation of the company's ISO : compliant environmental management system (EMS) throughout the business Responsibility for the implementation of the company's OHSAS : Occupational health, safety management (OHSMS) compliant system throughout the business• Liaise and coordinate with Heads of Departments to ensure corporate and contractual SHEQ requirements are implemented and targets met• Manage, organise, and execute process, accident/incident investigation and system audits throughout the business• Manage, organise, and execute risk assessments• Ensure adequate posting of safety notices / circulars• Maintain metrics to monitor and close-out of audit findings• Develop customer focused information packages, presentations and solutions during the tender phase of projects, maintaining continuity during handover to project teams and/or the Heads of Departments• Develop and implement continuous improvement, customer-oriented solutions• Interact cross functionally with project and functional management to resolve quality health, safety & environment issues• Review technical requisitions and procurement documentation for quality, health, safety & environment compliance• Manage, plan and implement subcontractor / vendor audits to meet QMS /SMS & EMS, project and corporate requirements• Develop and distribute management reports• Audit Departmental compliance with contractual requirements• Develop, implement and monitor continuous improvement action plans

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