



Job Title: SHEQ Compliance Assistant (Nottingham & Sheffield)

Reports to: SHEQ Co-Ordinator and Regional Manager

Hours of work: 22.5 per week

Salary: £19,661–£21,279 per annum (dependant on experience)

Key Purpose of the role:

In cooperation with the York Archaeology SHEQ Co-Ordinator, the Nottingham & Sheffield Regional Manager and project managers to ensure compliance with Health & Safety processes and requirements

Key Duties and Responsibilities:

Compliance monitoring:

- Ensure that YA's Health and Safety Policy and best practice are followed on-site at all times
- Working with the YA SHEQ Co-Ordinator to carry out regular, scheduled and ad-hoc H&S inspections and audits of sites and welfare provision, ensuring effective curation of necessary paperwork
- Carry out review and sign-off of RAMS documents
- Carry out day-to-day checks of first aid kits, fire safety equipment, vehicles and any other equipment as required, and ensure efficient curation of associated paperwork
- Carry out internal QA audits as and when required
- Curate YA training matrix and in co-ordination with YA SHEQ Co-Ordinator develop and deliver H&S training (e.g. through toolbox talks, ad hoc site-based sessions and office-based training days)
- Carry out regular equipment / tools inspections to ensure fieldwork equipment is available for site work, fit for purpose and safe to use, overseeing the purchase of new, and the repair of existing tools and equipment, as and when needed
- Feed-in to pre-qualification documentation required for various tendering processes

Key Duties and Responsibilities Continued:

Responsibility for People:

- To report any compliance issues with specific team members to the Regional Manager

Driving

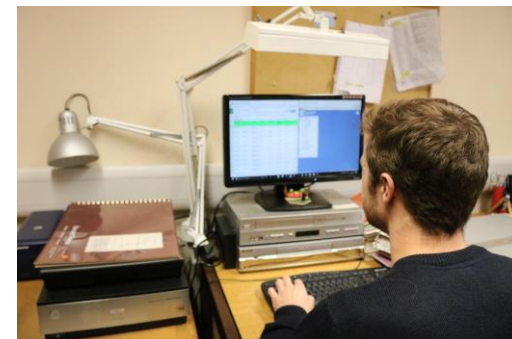
- To drive YA and hired vehicles if and when required to carry out site inspections, attend meetings, etc., and when required, transport staff and equipment to and from site

Expected Behaviours

- To lead, motivate, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of YA in all team, client and public interactions
- To keep YA and client data confidential at all times

Working Conditions

- The role requires a considerable amount of outdoor working, possibly during inclement weather, subject to Risk Assessment and Health and Safety considerations
- The post is based at the YA Nottingham office, but requires frequent travel to archaeological sites across the UK, and to our Sheffield office. Occasional overnight stays away from home base may be required, for which overnight accommodation and subsistence payments will be provided



Person specification:

	Essential	Desirable
Qualifications	• A degree in archaeology or a construction-related discipline • NEBOSH General Certificate • Full UK Driving Licence and willingness to drive company or hire vehicles, unless there are exceptional circumstances e.g. a medical reason or disability • Qualified First Aider (Appointed person) or willingness to learn	• Site Management Safety Training Scheme (SMSTS)* • ISO compliant Auditing qualification • Membership of IOSH
Knowledge & Experience	• Knowledge of Health and Safety regulations and processes • Understanding of the construction process, including CDM regulations • Experience of working under time and budget pressures • Ability to use Microsoft Office packages and some aptitude with Google Packages • Strong team-working skills	• Creativity in designing and implementing improved processes • In depth understanding of health and safety issues and considerations in archaeology

Person specification:

	Essential	Desirable
Competencies (e.g. communication, interpersonal, teamwork)	• Ability to work without close supervision • Strong interpersonal and influencing skills • Excellent organisational skills and an ability to work under pressure • Excellent communication skills (written and spoken) • Highly numerate	

This Job Description is not contractual and does not define or limit the work which you are employed to do, and you may be required to do any work within your capacity which York Archaeology requires from time to time. York Archaeology may make changes to this Job Description, on either a temporary or permanent basis, at any time it is considered necessary.