



Job description form

Position Profile

General information	
Job Title	Quality, Environmental, Health & Safety Associate (QESH)
Company	Gill Group
Department	Quality

Position summary

The Gill Group of companies includes Gill Research & Development, Sensors & Controls and Instruments. The Group is an ambitious and growing privately-owned designer and manufacturer of specialist sensors and weather instrumentation equipment. Gill products are used in demanding and advanced technology industries around the world, including construction, motorsport, marine, aeronautical, defence, and material handling.

As part of the business growth strategy, Gill is focusing on strengthening its Quality, Environmental and Health and Safety team and is seeking a Quality EHS Associate who can contribute to the running of the management systems, and support the business by assuring quality, Environmental and Health & Safety performance. This is an exciting opportunity to join the QHSE team and make a difference to the company during a transitional period of growth.

Main duties

- **Risk assessing:** Play a leading role in improvement activities and provide practical assistance in the implementation of affective risk assessments.
- **Auditing:** To perform audit activities in line with Gills accreditations.
- **Data Collection:** Collect and report data of Health & Safety performance that helps support continual improvement and is informative to management.
- **Performance monitoring:** Develop reporting metrics and KPIs for our Health & Safety and environmental performance.
- **Compliance Monitoring:** Assist in monitoring and ensuring compliance with all local regulations and Gill's ISO14001, ISO9001 accreditations. In addition, support the attainment of the ISO45001 Health & Safety management system.
- **Incident Reporting:** Help with the documentation and reporting of workplace incidents, accidents, and near-misses, and participate in investigations to determine root causes.
- **Training and Education:** Assist in the development and delivery of Health & Safety and environmental training for employees, promoting safety awareness and best practices.
- **Safety Inspections:** Conduct routine safety inspections, identifying hazards and recommending corrective actions to mitigate risks.
- **Emergency Response:** Participate in the development and implementation of emergency response plans and procedures.
- **Documentation:** Maintain accurate records and documentation related to health and safety, including policies, procedures, and incident reports.
- **Safety Culture Promotion:** Actively promote a culture of safety, encouraging employees to participate in safety initiatives and report safety concerns.
- **Personal Protective Equipment (PPE):** Ensure the availability and proper usage of PPE and assist in the evaluation and selection of appropriate equipment.

- **Product safety:** Involvement in product development to ensure new and existing products are compliant with safety regulations.
- **Quality:** Support the quality department and production with process updates, problem analysis and KPI reporting.

Candidate requirements

- Ability to engage throughout a multi-functional operation.
- Well organised and methodical.
- Good problem-solving abilities.
- Knowledge of risk assessing
- Ability to achieve results in a fast moving, technological environment.
- Fluent with MS Office.

Additional advantageous experience

- Previous experience of performing risk assessments.
- Ambitions to learn and grow into the job role.
- Good working knowledge of Health and Safety requirements.
- Experience of working with others to achieve goals.

Person specification

- IOSH / Nebosh qualified
- 37.5 hours per week Monday- Friday
- Must be able to work 5 days a week on site

Reporting structure

The QHSE associate will report direct to the QHSE Manager

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.