



JOB DESCRIPTION

Job title
SHEQ Auditor
Name of person or job role reporting to
SHEQ Systems Audit Manager
Responsibilities
<ul style="list-style-type: none">• Conduct internal audits against the Company Management System to ensure compliance with legal and company requirements.• Conduct supplier audits to provide assurance that Company requirements, industry standards and client requirements are being met or exceeded.• Work proactively with the business units to help rectify audit findings and put measures in place to prevent further occurrences.• Day-to-day management of allocated audits to ensure all are completed in accordance with the SHEQ audit schedule.• Highlighting to the SHEQ Systems Audit Manager where improvements can be made to the Company Management System.• Work with the SHEQ Systems Audit Manager to administer & evolve the Company integrated safety health environmental and quality management system audit programme in accordance with the Company business needs, relevant standards, and Group rules.• Assist with the development of company audit protocols to ensure that business unit processes are compliant with the Company management system across the Group.• Assist the SHEQ Systems Audit Manager in developing action plans to address any compliance gaps identified.• Promote improvements based on data driven decisions.• Represent the Company during relevant external audits, particularly those specific to maintenance of the Group certification to ISO 9001, 14001 and 45001.• Gathering information in preparation for industry standards assessments e.g. CHAS, SMAS, Constructionline, UVDB• Representing the Company during client audits.• Assist with the planning of external audits, where required.• Maintain CPD by attending industry group meetings, conferences, and seminars.• Occasional involvement in other department projects and initiatives, as required by the SHEQ Systems Audit Manager and the Group SHEQ Director.
Qualifications/Experience
<ul style="list-style-type: none">• Previous proven experience in an auditing position.• Experience in working with and implementing ISO standards.• Audit experience, with an ISO auditor qualification.• Civils or construction experience an advantage but not essential.• Excellent relationship building skills with colleagues, clients, and suppliers at all levels.• The ability to operate in a fast paced, dynamic environment.• Excellent organisational skills with the ability to manage competing priorities.• The ability to travel with nights away from home to fulfil programme needs.• Strong written and verbal communication is essential to the role.• Computer literate and skilled with Microsoft Office applications, in particular Word, Excel, and PowerPoint.



- Self-motivated, with diligence, integrity, and ambition.
- Must hold a full UK drivers' licence.
- Additional qualifications/memberships desirable.

I hereby agree that I have read and understood the job description.

Signed

Date

Name