

Job Description

QHSE Assistant

QHSE Department

The Business

The business was founded in 2015 as a spin-out from The University of Oxford and designs and manufactures revolutionary flow control valves. This disruptive technology is currently deployed globally in water & gas distribution networks, oil & gas processes, and other industrial applications. Pressure Reducing Valves (PRVs) represent a £5bn sector of the global £70bn valve and actuator market.

Responsibilities

- Carry out QHSE inductions for all new starters
- Assist the QHSE Manager with ensuring all incidents, accidents, and near misses are reported and investigated, maintaining all safety-related statistics for the site within the relevant database
- Work with cross functional departments to risk assess activities and identify improvements
- Assist and maintain the development of QHSE processes and procedures
- Assist with administration of the management system to maintain ISO accreditation
- Assist with the implementation of reports, and collating QHSE information
- Provide H&S expertise to staff and contractors within the business area to ensure statutory compliance
- Undertake regular health and safety inspections and internal audits
- Coordinate H&S risk assessment and the creation and review of risk assessments
- Coordinate employees Health and Safety training processes and records, to demonstrate competence
- Deliver internal Health and Safety training and assist in ensuring Oxford Flow sites meet their health and safety objectives
- Support the business through monitoring and measuring Quality and H&S performance and recommending actions for improvement

Required Skills and Experience

- Bachelor level degree or equivalent in engineering, technical, or science-related discipline preferred
- Experience working in QHSE within a manufacturing environment essential

- Knowledge and experience of ISO9001 based quality management systems
- Highly organised and able to work on multiple projects and deadlines simultaneously
- NEBOSH Certificate in Occupational Safety and Health or equivalent highly desirable, but not essential
- Ability to clearly communicate both verbally and through the production of written reports
- Excellent interpersonal skills to enable effective working relationships to be developed with people in a wide range of roles and levels of responsibility
- Excellent team playing capabilities and collaboration, with the ability to create and develop new processes, and the confidence to roll them out within the business
- Curious and open-minded, with a solution focused attitude

Other Information

- Based at our Osney Mead, Oxford site with regular attendance to our production site in Pony Road, Oxford
- Permanent, part-time role of 25 hours per week over 5 days
- 25 days' holiday per year plus all statutory holidays (in England) pro rata
- Some flexibility around working hours