**Role Profile**

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| **Job Title** | Head of IMS |
| **Job Family** | Business Improvement & IMS |
| **Grade** | 3 |
| **Reporting to** | Director of Business Improvement & Integrated Management System (IMS) |
| **Purpose of role** | Develop and implement the business HSEQ strategy and long term business plans, whilst cultivating a culture of safe behaviours, quality assurance and continuous improvement. Working at strategic level, provide support and influence Senior Management with an approach that balances best practice and commercial thinking.Manage a geographically dispersed team of HSE Managers who can inspire and motivate others, ensuring engagement and adherence to legislation and internal policies / procedures and take overall responsibility for the development, review, implementation and maintenance of the MSPS’ Integrated Management System (IMS) |
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| **Morgan Sindall Group** |
| A leading UK construction and regeneration group, operating in the public and commercial sectors, through six divisions of construction and infrastructure, fit out, property services, partnership housing, urban regeneration and investments. |

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| **Property Services Overview** |
| **Morgan Sindall Property Services Provides integrated property maintenance services to both the public & private sector, with particular experience in housing and public building maintenance. We provide planned and reactive maintenance to over 200,000 domestic properties nationwide and have a significant portfolio of large-scale framework refurbishment programmes. We refurbish and modernise approximately 10,000 homes per year and complete in excess of 300,000 repairs per year.** |

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| **Job Family**  |
| The Business Improvement & IMS job family contains roles that deliverContinuous Improvement, Projects, and HSEQ within the business. |

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| **Key Responsibilities** |
| * Engaging at all levels of the organisation from Board level to site, ensuring the HSEQ strategy is effectively communicated and successfully implemented.
* Promote HSEQ best practice nationally supporting the business to ensure legal and corporate compliance.
* Manage changes to the IMS and business systems to support business changes and market requirements.
* Manage and maintain audit compliance with the IMS, Group and ISO certification.
* Management of business risk information internally and externally.
* Support the Director of Business Improvement & IMS in balancing the interests of shareholders, employees, clients, customers and other stakeholders, ensuring good profitability and supporting the delivery of the 5 year strategic business plan.
* Abide by, and work within, the spirit of the MSPS Good Governance Charter and MSPS Values.
* Leading the HSEQ team and support the business as HSEQ subject matter expert in business integrations, transfers, and acquisitions.
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| * Develop, manage and coordinate the execution of business wide HSEQ programmes to address risks, impacts and effectiveness across the division, whilst promoting compliance, standardisation and best practice.
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| * Responsible for implementing company HSEQ policies and procedures; and via regional teams recommend improvement plans to support and follow implementation.
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| * Ensure accidents and incidents are investigated and preventive measures circulated throughout the business to avoid recurrence.
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| * Advise the Directors / Board on all important Health, Safety, Environmental and Quality Assurance issues, inclusive of legislative matters, that affect business activities.
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| * Ensure the IMS is fully adhered to and ISO registration is maintained through HSEQ compliance
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| * Across the business develop and implement initiatives to improve technical and behavioural skills with HSEQ / compliance.
* Comply with the company HR values, policies and procedures, ensuring that at all times behaviour is fair and non-discriminatory.
* Provide strong leadership and support to the HSEQ Team.
* Develop the HSEQ Team to provide mentoring and support all employees.
* Act as a role model for leadership positions, and proactively challenge behaviour and actions that may adversely affect employee or customer health and wellbeing.
* Keep abreast of HSEQ legislative compliance, standards and best practice, through a wide range of internal and external networks to benefit future growth.
* Working closely with key stakeholders, seek out and trial potential cost effective products or procedures that will reduce risk to all those involved.
* Develop the overall strategy of continuous improvement, drawing on findings / failings from internal audit reports and industry best practice.
* Instigate and support Health, Safety, Environmental and Quality Assurance improvement / communication initiatives.
* Develop internal HSEQ training programmes for relevant employees, drawing on various delivery methods / applications.
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| **Behavioural Requirements** |
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Excellent communication skills both written and oral.

Ability to build both strong client and internal relationships at all levels.

To be self – motivated, innovative, and able to develop ideas and initiatives.

Ability to lead, facilitate and co-ordinate various functional activities.

* Ability to work in a collaborative manner and with teams.
* Significant leadership, change, and project delivery experience.
* You will have highly developed interpersonal communications skills and cultural sensitivity and be able to motivate a geographically dispersed team; as well as build effective relationships across the business.
* You will have a pragmatic and proactive approach to HSEQ management, with the ability to build strong relationships in order to influence and engage at all levels of the business to ultimately deliver a strong HSEQ culture.

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| **Qualifications, Experience and Skills** |

Expert in the requirements of ISO Standards 9001, 14001, 18001, 45001 (Integrated Management System)

Preferred understanding of the R&M, Planned sector and technical / compliance services and operational requirements.

* The NEBOSH Construction Certificate and Diploma (or equivalent) is required as a minimum.
* Chartered Member of IOSH is strongly preferred.
* From a similar senior leadership position, you will have experience of driving HSEQ standards and performance across multi-site operations as well as leading an innovative and highly skilled HSEQ team within a specific business unit
* You will have a demonstrable track record of creating and implementing innovative HSEQ strategies.
* Ability to produce factual, clear and concise reports
* Strong project & change management skills are a pre-requisite. You must be able to suggest and recommend alternative ways of operating and implementing changes which add value and benefit to the business.
* Full UK driving license is required as you will be expected to be an active presence on site and office locations throughout the region.