



INFLITE ENGINEERING

JOB DESCRIPTION

JOB TITLE: Group HSE & Facilities Manager	DEPARTMENT: Group
REPORTS TO: Chief Executive Officer	LOCATION: Stansted
JOB PURPOSE: To play a key role in providing professional facilities management, health and safety management and environmental management across all of the Inflite Group sites.	
MAIN RESPONSIBILITIES AND DUTIES: <ul style="list-style-type: none">• Maintaining a safe, tidy, secure and professional working environment at all sites whilst ensuring required standards of HS&E are met• Ensure compliance to H&S regulations• Ensure compliance to National, Local and Airport Environmental regulations• Work with site senior management to assist in day to day HS&E activities• Advise, plan & co-ordinate site related projects with management• Co-ordinate contractor site visits in an effective & cost efficient manner• Responsible for contractors' management, new business, renewals and compliance• Responsible for material/ handling equipment, maintenance/servicing/breakdowns and new equipment requirement• Ensure all facilities' maintenance schedules are fully complied with, at agreed levels• Perform any other duties within your capabilities as directed by the Company	
SKILLS AND EXPERIENCE REQUIRED: <ul style="list-style-type: none">• IOSH/NEBOSH Qualified, SMS Qualified, Diploma in Management Studies, BIFM (desire qualified)• Previous experience in managing HS&E and Facilities at a multi-site group• Self-motivated, enthusiastic and capable of working to own and company set targets	



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- Confident in decision making
- Proficient in the use of MS Office programs, particularly Excel / Access
- Excellent organisation, communication and influencing skills, in person and in writing