

Job Title: OHS & Facilities Manager
Company: Willis Asset Management Limited
Location: Bridgend, UK
Department: Maintenance Services
Reports to: Compliance Director

Summary:

This dual responsible role requires the individual to have a good knowledge of Health and Safety and Facilities Management (an appreciation of Environmental and Sustainability Management would also be advantageous). This is a hands-on role that requires a combination of manual work as well as office-based activities, with potential out-of-hours requirements, and therefore the candidate should ideally be located within a reasonable distance from the Bridgend area.

Responsibilities:

H&S:

Responsible for continual compliance oversight of the Health & Safety Management System within the operational streams of the organization. A critical requirement of the role will be a strong working knowledge of OHSAS45001 The Health & Safety at Work Act and all other associated regulations. The post holder will have the ability to apply and review risk assessments and be qualified to a minimum of NEBOSH General Certificate level.

- Upkeep of Legal Register
- Management of Risk Assessments
- H&S Audits
- ISO45001 Management Activities

Facilities Management:

Responsible for the maintenance and upkeep of the facility buildings and grounds ensuring that legal requirements and health and safety standards are met. The post holder will have good experience in Facilities Management and managing third-party suppliers & contractors.

- Statutory Facility checks
- Equipment maintenance
- Site Maintenance
- Fire & Security Control

Qualifications / Experience:

- NEBOSH General Certificate
- Facilities Management (Desirable)

Travel / Misc.:

- Not required

The Post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.