

Midland Metro Limited (MML) – QHSE Depot and Site Safety Officer

Post Title:	QHSE Depot and Site Safety Officer
Department:	QHSE
Location:	Midland Metro Ltd, Wednesbury Depot, Potters Lane, Wednesbury WS10 0AR
Reporting to:	Head of QHSE
Direct Reports:	N/A
Role Purpose:	<ul style="list-style-type: none"> • To Support Midland Metro Ltd.'s mission which is to provide a safe and secure, reliable and sustainable operational tram service. • To support all aspects of Health, Safety Quality and Environment at Midland Metro Limited Depot to deliver improved safety performance, regulatory compliance, assurance and operational excellence across the business.
Role Responsibilities:	<ul style="list-style-type: none"> • Support Health and Safety leadership in line with the MML safety management system and relevant external legal and regulatory requirements. • Support ongoing ROGS requirements across all aspects of the business. • Support inspection and audit regimes and ensure that effective tracking of non-compliance is maintained. • Support safety and quality related activities with stakeholders such as quarterly compliance meeting with ORR, TfWM and local authorities. • Support and maintain standards such as ISO9001, ISO45001, ISO14001 and support audit activities for each standard. • Support local health and safety meetings and excellence workshops. • Support incident investigation and reporting processes, including RIDDOR, D&A and other leading and lagging indicators. • Support effective staff health monitoring regimes and ensure fatigue monitoring systems are maintained and robustly adhered to. • Support statutory compliance of all Operations, Rolling Stock and Infrastructure team activities. • Support the business in setting up and managing compliance ensuring actions plans and risk registers are regularly updated and maintained, enquires and reports are completed within specified time frames. • Any other duties that are commensurate with fulfilling the role.

Experience, Knowledge & Qualifications required:	<ul style="list-style-type: none"> • A background in Health & Safety preferably holding a NEBOSH general certificate. • A background in supporting ISO standard management systems. • A background in conducting Audits and maintaining audit management systems. • Good working knowledge and demonstrable competence in Microsoft Office packages essential
Health & Safety:	<ul style="list-style-type: none"> • To ensure that they observe and follow MML SMS (Safety Management System).
Decision Making Authority:	<ul style="list-style-type: none"> • None
People Management:	<ul style="list-style-type: none"> • To work with and support a Graduate Employee
Legislation & Compliance:	<ul style="list-style-type: none"> • In common with the whole rail industry, the successful applicant will be required to pass a stringent medical including drugs and alcohol test.

Person Specification – QHSE Officer

Tasks:	Level of Experience	Desirable Or Essential
Work Experience:	<ul style="list-style-type: none"> To have previous work experience within Health and Safety environment. Knowledgeable on HSE & ROGS regulations To have demonstrable knowledge of ISO9001, ISO14001 and ISO45001 standards management systems. To have conducted audits associated with the ISO management standards and maintained audit records. To have worked in an office-based environment with the ability to keep and maintain records and operate Microsoft office packages proficiently. To be able to plan workloads and prioritise effectively. To have a working knowledge of GDPR and FOI 	Essential Desirable Desirable Essential Essential Desirable
Education:	<ul style="list-style-type: none"> To have GCSE Maths and English at Grade C or above. To hold a Health and Safety NEBOSH General Certificate qualification To hold a degree in a related subject, or to be qualified by experience. 	Desirable Essential Desirable
Managing People:	<ul style="list-style-type: none"> To work alongside all MML staff and other departments within the Company. Within your role you will deal with a significant amount of sensitive information confidentiality of these details is expected to be maintained at all times. 	Essential Essential
Communication:	<ul style="list-style-type: none"> Must have excellent interpersonal skills Good attentions to detail Good communication skills in written and verbal communications. 	Essential Essential Essential
Additional Qualities:	<ul style="list-style-type: none"> To be pro-active in their approach with the ability to work alone. A flexible approach to working hours to suit the needs of the business. To have worked within the light rail sector. To be proactive with the CPD and embrace learning and development 	Essential Desirable Desirable Essential
Personal Attributes:	<ul style="list-style-type: none"> To be trustworthy To be reliable and punctual To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures. 	Essential Essential Essential

<p>Driving through Change:</p>	<ul style="list-style-type: none"> • To be a responsible team member and contribute your ideas through the correct forums • Keeping up to date with and promoting industry regulations, guidance, and best practice 	<p>Desirable</p> <p>Desirable</p>
<p>Medical:</p>	<ul style="list-style-type: none"> • The successful applicant will be required to undertake a MML occupational medical • To undertake drugs and alcohol testing in line with current company procedures and policy. 	<p>Essential</p> <p>Essential</p>