



QHSE CO-ORDINATOR AVK UK LIMITED

NO AGENCIES

AVK UK Limited is part of the AVK Group; market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.

A vacancy has arisen for a QHSE Co-ordinator, based at our premises in Staveley, Chesterfield, reporting to the Managing Director.

Brief Overview:

To lead the AVK UK carbon management and energy conservation programme with the objective of reducing carbon emissions, reducing operating costs and ensuring we create market differentiation through our proactive approach. To maintain the company's ISO 14001 and Carbon Trust accreditations.

To assist the site Operations/Production Managers with the maintenance of their H&S systems.

To assist the Quality Manager with the maintenance of the Quality system.

The primary tasks include, but are not limited to:-

- Approximate resource/time allocation to be equally split between the three areas of responsibility, i.e. Carbon/Environmental, H&S and Quality
- To work with AVK UK Managers in the delivery of the AVK UK corporate carbon reduction/energy management policies and strategies
- To develop and validate the KPI business reports from the Carbon Accounting Tool and circulate in time for local management meetings
- To monitor and report any new/changes to legislation which will effect UK operating companies and to ensure that the Carbon Accounting system meets the needs of our customer base
- To undertake carbon/energy audits/surveys/reviews to identify cost effective opportunities for reducing carbon/energy use to reduce utility costs; investigate future initiatives to reduce AVK UK carbon impact on indirect and direct costs

Qualifications and skills:

The successful applicant will have knowledge of Environmental Legislation, Carbon, ISO9001 and ISO14001 Management. It is essential to be experience of Environmental and H&S Management Systems, Carbon Foot printing and Auditing

Please apply in writing, including full C.V. to:

Emily Bryan – HR Advisor

Email: careers@avkuk.co.uk



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high- quality valves and fittings for the water, wastewater and gas industries worldwide.



Job Description

Job Title: QHSE Co-ordinator	Department: Environmental
Reporting to: MD Manufacturing (day to day reporting to Quality Manager)	Responsible for: Carbon Management System, ISO 14001, OHSAS 18001 systems. (Assisting with ISO 9001 QMS)
Other Working Relationships	
Internal: All sites	
External: Carbon Trust, BSI	
Main purpose of the job: To lead the AVK UK carbon management and energy conservation programme with the objective of reducing carbon emissions, reducing operating costs and ensuring we create market differentiation through our proactive approach. To maintain the company's ISO 14001 and Carbon Trust accreditations. To assist the site Operations/Production Managers with the maintenance of their H&S systems. To assist the Quality Manager with the maintenance of the Quality system.	

Responsibilities / Duties

- Approximate resource/time allocation to be equally split between the three areas of responsibility, i.e. Carbon/Environmental, H&S and Quality
- To work with AVK UK Managers in the delivery of the AVK UK corporate carbon reduction/energy management policies and strategies
- To develop and validate the KPI business reports from the Carbon Accounting Tool and circulate in time for local management meetings
- To monitor and report any new/changes to legislation which will effect UK operating companies and to ensure that the Carbon Accounting system meets the needs of our customer base
- To undertake carbon/energy audits/surveys/reviews to identify cost effective opportunities for reducing carbon/energy use to reduce utility costs; investigate future initiatives to reduce AVK UK carbon impact on indirect and direct costs
- To be responsible for the management of the company's Carbon Trust accreditation
- To produce a quarterly green paper in conjunction with the site Operations/Production Managers and highlight areas for developments, improvements and keep all AVK employees up to date with current environmental objectives
- To be responsible for the management of the Environmental Management System and the associated ISO 14001 accreditation
- To manage environmental risks for all UK Operating Companies by actively documenting and addressing identified risks
- To co-ordinate waste and environmental awareness training
 - To assist the site Operations/Production Managers with the maintenance and improvement of their H&S systems



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high- quality valves and fittings for the water, wastewater and gas industries worldwide.



QHSE CO-ORDINATOR AVK UK LIMITED

NO AGENCIES

- To carry out regular site patrols in order to identify and report H&S and Environmental hazards
- To assist with the preparation of periodic H&S KPIs and KPI reporting
- To assist with H&S system audits
- To assist with H&S risk assessments and procedure maintenance
- To assist the Quality Manager with the maintenance and improvement of the Quality system
- To assist with quality system (internal) audits
- To assist with the preparation of periodic Quality system KPIs and KPI reporting
- Ensure you show regard for your fellow colleagues
- Ensure Health and Safety regulations are adhered to at all times
- Ensure all Company procedures are always followed

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high- quality valves and fittings for the water, wastewater and gas industries worldwide.



Person Profile

	Essential	Desirable	Identified by?
Qualifications	HNC/HND or equivalent	Degree Level in Environmental discipline	Application form and cv
Skills/Attributes	Ability to communicate at all levels Excellent written and verbal communications, ability to produce professionally written reports Computer literate	Influencing and negotiation skills Presentation skills Analytical skills	Interview
Knowledge	Environmental Legislation, Carbon, ISO9001 and ISO14001 Management	ISO 18001	Application form, cv and interview
Relevant Experience	Environmental and H & S Management Systems Carbon Foot printing Auditing	Experience of providing advice and support	Application form and cv
Personal Qualities	Self motivated and able to motive people. Meticulous in approach and have a strong customer focus. Strong character to challenge existing culture in the pursuit of best practice Can use initiative		Interview
Appearance/ Disposition	Smart and business like in appearance Professional in approach		Interview



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high- quality valves and fittings for the water, wastewater and gas industries worldwide.



QHSE CO-ORDINATOR
AVK UK LIMITED

NO AGENCIES

Special Circumstances	Able to work additional hours if and when required Able and willing to travel to other UK places of work Driving Licence		Interview



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high- quality valves and fittings for the water, wastewater and gas industries worldwide.