

Compliance / IMS / HSEQ Coordinator

Edwards Diving Services are seeking to recruit a Compliance Coordinator to join our expanding business and growing team. As a multi-disciplined Marine & Civil Engineering Company working across a wide range of industries, we have multifaceted HSEQ requirements and are looking for conscientious individual who can assist to coordinate our Integrated Management System (IMS) and comprehensive suite of client platforms (SSIPs).

In this varied role you will be responsible for maintaining an IMS which is compliant with relevant ISO standards, (9001, 14001, 45001) as well as industry assurance schemes such as RISQS, Achilles UVDB Verify, CHAS and many others. This will involve collating and submitting evidence of the management system in practise, coaching operational teams in compliance requirements, working with department managers to conduct process reviews, auditing, collecting and coordinating internal compliance data for KPI's, proactive management of nonconformities and corrective actions, as well as assisting with analysing root causes, implementing and tracking action plans, and update processes with lessons learned.

The successful applicant will work closely with the Compliance Director to continually develop and maintain this core business function, and essentially works across all departments with senior and junior members to promote, embed and deliver continuous improvement to the business through the management system, as well as providing technical and administrative support to all functions. This role reaches across all departments and supports the senior leadership Team in delivering the Business Objectives.

The role can be both full time or part time and will be based at our Head Office in Caerphilly. Hours can be flexible for the right candidate and there is potential for some working, as well as occasional longer days required for site visits and audit assessments.

Skills & Qualifications:

The ideal candidate will be driven and enthusiastic, with a keen eye for detail and excellent collaboration skills. Preferably candidates would have the following experience:

- Understanding of Integrated Management Systems (ISO 90001, 14001, 45001)
- Have experience of HSEQ in within Industrial, Construction or Manufacturing sectors
- Previous auditing / auditee experience
- Ability to work independently and as part of a team
- Strong interpersonal communication
- Proven planning and organisational skills
- Highly organised with excellent attention to detail and a methodical process driven approach
- Excellent IT skills, advanced experience of excel spreadsheets.
- Previous experience in a similar role would be an advantage
- Ability to work under pressure to deadlines
- A positive approach with a can do attitude
- Be eligible to live and work in the UK
- Hold a full valid UK driving license

Salary and terms will be competitive and negotiable depending on the candidate. All EDS staff benefit from a competitive package including private healthcare and a stakeholder pension.