

POSITION	SHERQ Manager
REPORTING LINE	Managing Director
DEPARTMENT	SHERQ
EMPLOYMENT STATUS	Permanent

POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION

- **Implementation, Monitoring and Improvement of Management Systems: -**
 - ISO/TS 22163: - Business Management System Requirements for Rail Organizations
 - AAR M107-208: - Association of American Railroads- Standards and Recommended Practices Wheels and Axles
 - ISO 9001:2015: - Quality Management System Requirements
 - ISO 45001:2018: - Occupational Health and Safety Management Systems
- Produce and co-ordinate the yearly SHERQ action plan, prepares reports for monthly update of the same to senior management meetings.
- Assist with tender/submission documents
- Ensures that project/department milestones/goals are met and adhering to approved budgets
- Monitor existing product / customer qualifications and obtain new qualifications required
- Contribute to the development of production methods, for products and services, in collaboration with the Operations Manager
- Facilitate all form of risk assessments, failure mode and effects analysis, standard operating procedures and works instructions.
- Ensure that products and services are compliant with the current quality procedures, collaborating with production personnel.
- Manage, approve and monitoring of sub-contractors in accordance to company, regulatory, statutory and customer requirements.
- Facilities Management:
 - Identifying required test and measurement equipment.
 - Ensuring facilities standards and criteria as per OHS Act taking cognizance of the Facilities Act
- Advises head of departments (line management) on safety, health, environmental and quality matters and manages this process to ensure all advice is incorporated into day to day activities.
- Manage non-conformances (8 D Methodology)
- Complete preventive and corrective inspections on a regular basis and ensure records maintained.
- Investigate accidents and ensure all documented information is updated
- Manage and mentor sub-ordinates in the day-to-day performance of their jobs
- Liaise with Operations & Human Resource Manager for initiating and co-ordinating training requirements
- Oversees daily SHERQ activities
- Main outputs and responsibilities are indicative and not limited to above

JOB EVALUATION CRITERIA

EDUCATION AND EXPERIENCE

FORMAL EDUCATION

- Safety Management qualification,
- Quality Management qualification,
- ISO 19011 Auditor's qualification
- SAMTRAC certificate,
- Minimum of 5 years in a SHEQ Management role,
- Proven experience in implementing Management Systems,
- Sound knowledge of Health and Safety Act
- Experience in a Manufacturing environment is preferred

AVAILABILITY

- 1 October 2020

COMPETENCIES

REQUIREMENTS, KNOWLEDGE AND SKILLS

- Behavioral
 - Integrity
 - Professionalism
 - Evidence of a continual active interest in and commitment to all aspects of safety, health, environmental and quality
 - Emotional intelligence
- Leadership
 - Team player
 - Strength of character able to advocate good safety, health, environmental and quality practice even when there is opposition
 - Able to manage team
- Knowledge
 - ISO/TS 22163: - Business Management System Requirements for Rail Organizations
 - AAR M107-208: - Association of American Railroads- Standards and Recommended Practices Wheels and Axles
 - ISO 9001:2015: - Quality Management System Requirements
 - ISO 45001:2018: - Occupational Health and Safety Management Systems
 - OHS Act legal requirements
 - Implementation of Security Procedures taking cognizance of the Popl act (Protection of Personal Information);
- Skill
 - Communication skills
 - Data analysis and computational skills
 - Computer literacy, including Power Point, Word and Excel
 - Report writing
 - Research knowledge
 - Project management
 - People management
- Assessment
 - Achieve or maintain ISO certifications and customer approvals
 - Report accurately and punctually on SHERQ performance and incidents
 - Compliance with SHERQ legislation and procedures
 - Understanding of business and relevant linkages of SHERQ management
- Attributes
 - Enjoys and willing to work in a team
 - Be willing to travel