
SHEQ Adviser

Location: Antrim - travel to site locations across UK & Ireland will be required

Reporting to: Head of Governance, Risk & Compliance

Employment Type: Full-time

Sector: Commercial Fit-Out / Construction

Role Purpose

We are looking for an experienced and proactive **SHEQ Adviser** to join our expanding SHEQ team.

The SHEQ Adviser will provide advice, support and assurance across our projects and operations, ensuring consistently high standards of **Safety, Health, Environmental and Quality** performance.

The role will have a particular focus on maintaining and assisting in the improvement of the company's **Integrated Management System (IMS)** and supporting compliance with **ISO 9001 (Quality), ISO 14001 (Environmental) and ISO 45001 (Occupational Health & Safety)**.

Working closely with Contracts Managers, Project Managers, Site Managers, subcontractors and senior management, the SHEQ Adviser will ensure that SHEQ requirements are effectively implemented across live projects and that the business maintains a culture of continuous improvement.

Key Responsibilities

Health & Safety

- Undertake regular site inspections, audits and compliance reviews across our range of live sites
- Provide practical health and safety advice to project and site teams.
- Review and advise on RAMS, construction phase plans and other project documentation.
- Monitor compliance with company procedures and relevant UK/ROI health and safety legislation.
- Identify hazards, unsafe practices and areas of non-compliance and ensure appropriate corrective actions are implemented.

- Support the investigation of accidents, incidents, near misses and dangerous occurrences.
- Assist with implementing corrective and preventative actions.
- Support the delivery of toolbox talks, briefings, inductions and SHEQ training.
- Monitor standards of site welfare, housekeeping and general site safety.
- Promote a proactive approach to hazard identification and risk management.

SHEQ Management Systems & ISO

- Assist in the maintenance of the company's Integrated Management System.
- Support ongoing compliance with **ISO 9001, ISO 14001 and ISO 45001**.
- Coordinate and undertake internal audits against ISO and company management-system requirements.
- Support preparation for external certification and surveillance audits.
- Manage and monitor corrective actions arising from internal and external audits.
- Maintain controlled SHEQ documentation, procedures, policies and records.
- Maintain the company's legal and other compliance requirements.
- Support management reviews and provide relevant SHEQ performance information and trends.
- Ensure lessons learned are captured and incorporated into relevant processes and procedures.

Environmental

- Support implementation of the company's environmental objectives and **ISO 14001** requirements.
- Monitor environmental performance across projects.
- Undertake environmental inspections and audits.
- Monitor waste management, recycling and resource efficiency.
- Ensure appropriate controls are in place for dust, noise, pollution, hazardous substances and other environmental risks.

Quality

- Support ongoing monitoring of the company's **ISO 9001 Quality Management System**.
- Undertake project quality audits and inspections.
- Assist with identifying, recording and closing out non-conformances.
- Support root-cause analysis and corrective/preventative actions.
- Promote a **right-first-time** approach to project delivery.
- Work with Project Managers, Site Managers and subcontractors to improve quality standards.
- Support the development of lessons learned and continuous improvement initiatives.

Site & Project Assurance

- Carry out regular SHEQ inspections and audits on our live commercial fit-out projects.
- Produce clear inspection and audit reports, highlighting areas of good practice and required improvement.
- Track corrective actions through to completion.
- Support project teams in meeting client-specific SHEQ requirements.
- Attend project meetings where required to provide SHEQ advice and guidance.

Candidate Requirements

Essential

- Previous experience in a SHEQ/HSEQ role within **construction, commercial fit-out or a related industry**.
- Strong working knowledge of UK construction health and safety requirements.
- Practical experience undertaking site inspections and audits.
- Experience reviewing RAMS and construction-related risk assessments.
- Experience working with **ISO management systems**.
- Good understanding of **ISO 9001, ISO 14001 and ISO 45001**.

- Experience undertaking or supporting internal audits.
- Strong written and verbal communication skills.
- Ability to influence and challenge project teams and subcontractors constructively.
- Excellent organisational and administration skills.
- Ability to manage multiple projects and competing priorities.
- Full UK driving licence.

Desirable Qualifications

- NEBOSH General Certificate.
- IOSH membership.
- ISO 9001 / 14001 / 45001 training or equivalent experience.
- Relevant construction or quality qualification.

Personal Attributes

The successful candidate will be:

- **Practical and hands-on**, with a strong understanding of live construction environments.
- **Approachable and collaborative**, able to build strong relationships with operational teams.
- **Confident and assertive**, with the ability to challenge poor standards.
- **Solutions-focused**, providing practical advice rather than simply identifying problems.
- **Detail-oriented**, particularly around compliance and management-system documentation.
- **Organised**, able to manage multiple projects and deadlines.
- **Passionate about continuous improvement** and developing a positive SHEQ culture.