	Job Description	
	Role	HSQE Compliance Manager
	Department	AFM, Risk and Compliance Function
	Reporting line	Island Managing Director
	Responsible for	Health, Safety, Quality and Environment

General description:

AFM are the largest provider of facilities management and associated building services in the Channel Islands. Our purpose is to deliver high quality, sustainable solutions for our customers and local community.

The role of HSQE Compliance Manager is a Jersey based role but has responsibility across AFM locations in the Channel Islands. The role holder is a key member of the Management Team in Jersey, and reports to the AFM Jersey Managing Director. They will be required to develop strong relationships with stakeholders at all levels to help drive cultural change and business improvement initiatives to ensure the highest standards of colleague safety and wellbeing at all times.

Purpose of the Role:

The primary responsibility of the role holder is to maintain regulatory, quality and ISO compliance across AFM Jersey, with specific accountability for activities within compliance management framework including: the implementation and monitoring of the AFM Health and Safety policy and procedures in line with Regulatory obligations; evolving the ISO and quality frameworks and adherence; managing engagement with the Jersey Regulator (HSI) and third party auditors; supporting the development of the AFM Environmental policy and implementation framework; and providing business colleagues with HSQE and ISO technical and advisory support.

The Role and Responsibilities (not limited to) are as follows:

Business and Risk Management

- Maintain an effective, regulatory compliant, and ISO-aligned HSQE management system, ensuring policies, procedures and standards are consistently embedded across the business;
- Investigate incidents, accidents and near misses, identifying root causes and implementing corrective and preventive actions to reduce the risk of recurrence;
- Ensure all regulatory accreditations and external certifications are maintained, and that associated requirements are effectively implemented throughout the Jersey and Guernsey businesses;
- Escalate regulatory breaches, significant non-conformances and RIDDOR-reportable incidents to the Senior Management Team (SMT) and Directors in accordance with AFM's escalation procedures;
- Monitor HSQE performance across the business, identifying trends, gaps and systemic issues, and work with managers to implement improvements;
- Ensure the effective deployment of resources to achieve HSQE objectives and support operational delivery;
- Work closely with the Directors and wider SMT to drive continuous improvement in health, safety, quality, environmental performance and employee wellbeing.

Leadership and People Management

- Act as a visible ambassador for a positive and proactive HSQE culture across AFM;
- Identify HSQE training, competency and development requirements for colleagues and support their implementation during onboarding and throughout employment;
- Develop, coordinate and deliver internal HSQE training and awareness programmes;

- Monitor and report on HSQE objectives, targets and performance indicators, supporting managers in the achievement of business goals;
- Engage effectively with colleagues and stakeholders through attendance at SMT, management, HSQE Committee and other business meetings;
- Promote a collaborative, pan-island approach to HSQE management and best practice.

Customer and Stakeholder Management

- Ensure all contractual HSQE obligations are met and that customer expectations are consistently achieved or exceeded;
- Support Business Managers with supplier and subcontractor onboarding, compliance reviews and periodic audits to ensure adherence to HSQE standards;
- Conduct regular site inspections and audits, maintaining positive relationships with customers, subcontractors and colleagues;
- Represent AFM at customer meetings, industry forums, seminars, networking events and regulatory engagements as appropriate;
- Build and maintain effective relationships with regulators, customers and external stakeholders.

Business Improvement and Change

- Plan, develop, implement and coordinate HSQE programmes, initiatives and improvement projects;
- Work collaboratively with all areas of the business to successfully implement operational and organisational change;
- Support the ongoing review, development and improvement of company policies, procedures and management systems;
- Identify opportunities to improve HSQE performance through the effective use of technology, systems and digital solutions;
- Support the implementation of new processes and technologies that improve efficiency, compliance and reporting across the business.

You may be required from time to time to undertake additional duties appropriate to your skills, experience and role within the Company.

Key Attributes for the Role

- Proven experience in developing, implementing and maintaining effective HSQE management systems;
- Demonstrates a strong commitment to compliance and holds both themselves and others accountable for maintaining high standards;
- Acts as a positive ambassador and role model for AFM both internally and externally;
- Excellent interpersonal, influencing and communication skills, with the ability to build trusted relationships at all levels;
- Good understanding of facilities management, building services and associated standards, including SFG20;
- Acts with integrity and maintains the highest levels of confidentiality and professionalism;
- Positive, adaptable and solutions-focused, with the ability to lead and support change;
- Able to challenge constructively and resolve issues in a practical and proactive manner;

- Strong organisational and time-management skills, with the ability to prioritise workloads and work independently;
- Capable of working effectively both independently and as part of a wider team;
- Commercially aware, with an understanding of the operational and business impacts of HSQE decisions.

Professional Qualifications and Memberships

- NEBOSH National General Certificate, IOSH Managing Safely, or an equivalent recognised health and safety qualification;
- Membership of IOSH, the Association for Project Management (APM), or another relevant professional body, or a willingness to work towards membership;
- Relevant vocational, technical or professional qualification at Level 3 or above;
- Commitment to ongoing professional development and maintaining current knowledge of HSQE legislation, standards and industry best practice.

Other Requirements

- Computer literate, with experience of using HSQE software, reporting systems and Microsoft 365 applications;
- Willingness to travel occasionally between Jersey and Guernsey and attend meetings or incidents outside normal working hours when required;
- Full current Category B driving licence.