

<b>Job Title:</b>	HSEQ Manager
<b>Job Purpose:</b>	Responsible for the provision of advice, guidance and leadership direction on matters related to Health, Safety, Security, Environment and Quality. Ensuring Legislative and Regulatory compliance.
<b>Reports to:</b>	Managing Director
<b>Direct Reports:</b>	None currently, depending upon project activity this role will provide line oversight over site/yard HSEQ advisors as required.
<b>Function:</b>	Business Support
<b>Department:</b>	HSEQ
<b>Location/Base:</b>	Aberdeen
<b>Financial Authority Limits:</b>	Project costs within budget £50,000
<b>Key Relationships:</b>	<p><b>Internal -</b></p> <ul style="list-style-type: none"> <li>• Business Support Function – includes Finance, Commercial, Sales &amp; Marketing, HR, HSEQ, Logistics &amp; Supply Chain &amp; BMS</li> <li>• Projects Function – includes Project Planning &amp; Cost Control</li> <li>• Operations Function - offshore</li> </ul> <p><b>External –</b> Regulatory and Industry Bodies, Suppliers (e.g., risk management, verification, certification etc) Interface with and report HSEQ data/metrics to Clients</p>
<b>Key Responsibilities:</b>	<p><b>Key Deliverables / Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Business Management System (BMS) Ownership &amp; Maintenance</b> Maintain, review, and continuously improve the Business Management System (BMS), ensuring all elements remain current, compliant, and effective. This includes management of Offshore HSE cases, written schemes, procedures, registers, and supporting documentation in line with regulatory, client, and company requirements.</li> <li>• <b>HSEQ Leadership, Support &amp; Reporting</b> Provide proactive Health, Safety, Environment, and Quality (HSEQ) support across the organisation, including Senior Management, Project Teams, and Offshore Operations. Prepare, analyse, and present HSEQ performance reports, trends, and key risk indicators to support informed decision-making.</li> <li>• <b>Incident &amp; Non-Conformance Management</b> Lead and/or support the investigation of incidents, non-conformances, near misses, and undesired events. Ensure root cause analysis is completed, corrective and preventive actions are identified, implemented, and tracked to closure, and lessons learned are communicated effectively across the business.</li> <li>• <b>Audit &amp; Assurance Activities</b> Plan, conduct, and support internal audits of the BMS and other operational systems to verify compliance with applicable standards, legislation, and company requirements. Support external audits and inspections, addressing findings and driving continuous improvement.</li> <li>• <b>Crisis &amp; Emergency Response</b> Fulfil a designated role within the Amplus Crisis Response System, providing competent support during emergency situations. Participate in crisis response planning, exercises, and post-incident reviews to ensure ongoing preparedness and resilience.</li> </ul>



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 (AES-HRM-JDE-0005 – Rev C5 – 05/02/2026)

	<ul style="list-style-type: none"> <li>• <b>Regulatory &amp; Statutory Roles</b>            When required, act as the Amplus Designated Person Ashore (DPA) and Company Security Officer (CSO), ensuring compliance with relevant maritime, security, and regulatory frameworks, and acting as a key point of contact for safety and security matters.</li> <li>• <b>Offshore Training &amp; Competency</b>            Work in collaboration with HR to develop and maintain an Offshore Training/Competency Matrix for offshore based employees.</li> <li>• <b>Data Protection &amp; Information Governance Support</b>            Support the identification, assessment, and management of data protection risks across the business. Provide input to the Data Protection Steering Group as required, contributing to compliance with applicable data protection legislation and internal governance processes.</li> <li>• <b>Cyber Security &amp; Accreditation Maintenance</b>            Support the maintenance and continual improvement of cyber security controls and practices to ensure ongoing compliance with required cyber security accreditations. Contribute to risk assessments, audits, and improvement initiatives to protect company systems and information assets</li> </ul>
<b>Last Updated:</b>	5 <sup>th</sup> February 2026
<b>By Whom:</b>	George Geddes, HSEQ Manager

<b>Signed/Date: (Employee)</b>	
<b>Signed/Date: (Line Manager)</b>	