Position Title: Director of Environmental Health and Safety

Company: Herman Miller, Inc. (HMI)

General

Provides strategic direction and leadership for Herman Miller’s Environmental Health and Safety Teams/Initiatives. Primary responsibilities include

1. Strategic leadership of HMI’s various Environmental Health and Safety initiatives such that Herman Miller maintains and builds upon its reputation as proactive best-in-class corporate citizens.

2. Assures that HMI continuously improves our performance in Environmental Health and safety innovation while maintaining compliance with all Local, State, and Federal Environmental and Safety regulations.

3. Chairs various internal organizational teams/committees that help develop HMI's Environmental & Safety mission, policies, and respective goals/objectives.

4. Serves as an agent of the company and representative/liaison to a variety of external entities including Federal, State, and Local Agencies, Customers, Suppliers, industry related groups, and various nonprofit, educational, government, and community entities.

Essential Functions

1. Develop the overall strategy of continuous improvement for HMI's Environmental Health and Safety Initiatives.

2. Lead the efforts of the Environmental Quality Action Team (EQAT); a team responsible for the development of the strategy, policies, goals and objectives for HMI's various Environmental programs. Help initiate a similar structure to support HMI's Corporate Safety Team.

3. Enable EQAT's nine sub-teams to implement the various environmental programs necessary to meet the corporate environmental goals for a zero footprint by 2020. The teams are to be provided with both technical and financial support.

4. Provide technical expertise, strategic leadership, and support for all of HMI's various facilities, departments, (including all acquisitions) on regulatory compliance issues in Safety and Environmental Health.

5. Understand the chemicals and any/all potential safety and environmental hazards used/present at all HMI Sites, take steps to reduce the use of problematic chemicals and to mitigate any potential safety and environmental health hazards.

6. Provide strategic leadership and guidance for the Environmental Affairs, Design for the Environment, and Safety Departments including people, data, and budgetary responsibilities and create one department with a common mission.

7. Work with Sales and Marketing across the enterprise (to include the delivery of presentations to customer, for educational programs, and at various seminars and conferences). Coordinate the development of training modules for the HMI Sales force to enable them to conduct environmental presentations with authority/credibility.
8. Represent the company on various nonprofit boards, government committees, and trade organizations as appropriate to support HMI Environmental, DfE, and Safety strategies.

9. Create and maintain program management systems to ensure that HMI's various Safety and Environmental Health certifications, accreditations, and compliance efforts are developed and continuously improved. (Could include SGS Registrar certifications, ISO-14001, OSHA/MIOSHA Voluntary Protection Programs, etc...).

10. Oversee the development of various third party certifications such as the Forest Stewardship Council for wood, GreenGuard certification for low-emitting furniture, MBDC Protocol for Design for the Environment, BIFMA's Sustainable Furniture Standard, and LEED for buildings.

11. Lead various communications committees to ensure the development of strategic Environmental Health & Safety communiqués for use with internal and external customers.

12. Provide leadership and guidance for HMI's 'Design for the Environment' (DfE) efforts. Assure that HMI remains the reference standard for DfE in all industries.

13. Create synergy and leverage the knowledge, personnel, and resources of the Environmental Health, DfE, and Safety Teams merge into one department.

14. Performs additional responsibilities as requested (ie: serve in various advisory roles as needed).

**Minimum Requirements**

1. Bachelor's degree in Environmental Science, Chemistry, Biology, Chemical Engineering, Safety & Health, EH&S Management, or a related field required. A Master's degree in any of those fields listed above preferred.

2. Minimum 5-7 years of leadership/managerial experience within the Environmental Health and Safety function required.

3. Proven leadership and teamwork skills with demonstrated abilities to both work collaboratively and to influence those with whom no formal hierarchical relationship exists.

4. Demonstrated proficiency with office automation/communication software and tools used in the HMI office environment.

5. Highly effective written and verbal communications skills that can be used with people of various backgrounds, experience, and education levels.

6. Highly developed interpersonal communications skills and cultural sensitivity. Demonstrated highly effective platform presentation skills and training delivery skills.

7. Ability and willing to be trained as a Haz-Mat first responder and assume role of incident commander as needed.

8. Ability to travel in excess of 40% of the time.

9. Must be able to perform all essential functions of the position with or without accommodations.