

Job Description

Job title	HSE&W Advisor	Date August 2024
Reports to (title)	HSE&W Manager	
Contract/Department	AWE	Revision
Location	AWE	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide HSE&W advice to the EMCOR UK AWE account ensuring that the contractual scope is delivered and conforms to national and international standards, health and safety legislation and the rigorous requirements of the nuclear industry and licence conditions.

Maintain positive collaborative relationships with client representatives to achieve operational aims, promote good practices and ensuring changing client needs are understood.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Support the accounts combined Assurance audit plan by assisting in the delivery of internal safety & quality audits, as required.
- Be an active member of the Assurance team on the AWE contract providing inspiring leadership and developing a positive culture.
- Support the development of the Assurance strategy and objectives for the contract.
- Be aware and implement current legislation and EMCOR UK and AWE processes and procedures.
- Support the continued accreditation to ISO 9001, ISO 45001, ISO 14001 and ISO 18001 on the AWE contract.
- Support on the development and roll out of strategies, policies and guidelines which will enable an inclusive approach, that embraces mental and physical wellbeing in the workplace.
- Represent the EMCOR UK account at Stakeholder forums as required.
- Produce regular reports from data metrics for Health, Safety, Quality, Environment and Wellbeing performance, to both internal and external audience
- Support for subcontractor's compliance, and ensuring they comply with site HSQE requirements.
- Support the management of the delivery of contract deliverables.
- Develop, maintain, and improve collaborative working relationships with the AWE's HSEQ&W representatives to ensure mutual trust and respect based on superior service delivery.
- Responsibility for update and management of the site-based aspects and impacts register, including action management.
- Creation and ownership of an Environmental audit schedule implementation and monitoring.
- Engage with internal and external key stakeholders, including client, supply chain partners, regulatory authorities, industry bodies, and colleagues, through the project lifecycle.
- Provides environmental input to operational teams from the planning stage through to completion, through technical and specialist guidance and advice to support proactive planning and

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implementation of our standards. Takes appropriate action where our standards are not being met.

- Utilises environmental performance KPIs to review performance and drives continual improvement.
- Contributes to continual improvement to unlock gains in environmental performance and mitigate risk to EMCOR UK that could occur through environmental related issues.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

None

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Qualified to NEBOSH Diploma / NVQ5 in Occupational Health and Safety.
- CMIOH or working towards this qualification.
- PIEMA or working towards this qualification.
- Suitable environmental qualifications commensurate with responsibilities identified.
- Proven experience working within environmental and sustainability.
- Thorough knowledge of HSQE systems and processes that meet the requirements of ISO 9001, 14001 and 45001.
- Excellent communication skills, written and verbal, able to be empathetic and understanding, approaching sensitive subjects with discretion, tact and diplomacy.
- Able to establish effective and positive relationships with a wide variety of internal, customer and supplier audiences at all levels and across different operational disciplines.
- The ability to deal positively with the resolution of customer problems is essential.
- Must have advanced and proven knowledge of Microsoft Office, including Word, Excel, PowerPoint and Visio and an understanding of SharePoint.
- Have good interpersonal, team working, decision-making and communication skills.
- Ability to think and react to immediate problems and issues without losing sight of or compromising long term goals.
- High standard of personal integrity and professionalism with the adaptability to change.
- contracts.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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- The ability to gain Security Clearance (DV minimum)
- This role will require the candidate to occasionally access high-security, explosive, Beryllium and radiological working areas
- Full UK driving license
- AWE site based with requirement to travel to work & training locations.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	