

# Job Description

<b>Job title</b>	HSE & Construction Site Safety Advisor	<b>Date</b> February 2025
<b>Reports to (title)</b>	Health & Safety and Mobilisation Manager	
<b>Contract/Department</b>	Data Centres	<b>Revision</b>
<b>Location</b>	Sevenoaks or Eastleigh	

## Job purpose

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

To provide expert technical knowledge across our Data Centre Account with regards to minor and major projects enabling Managers and Project Managers to comply with all aspects of Health and Safety primarily relating to design - build – manage – maintain in construction.

Support the Site Team for the governance and process required to ensure that all projects are CDM compliant and supporting the review / writing of RAMS, support the development of Construction Plans, and liaison with 3rd party suppliers, Program Managers, Project Managers to ensure Health & Safety legislation is being adhered to.

Maintain positive collaborative relationships with client representatives to achieve project and 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.

- Provide expert technical knowledge to Managers to enable compliance of all aspects of Health and Safety primarily relating to design - build – manage – maintain in construction. Project values range from £100 - £25 million.
- Monitor, report and support project managers and managers to ensure full compliance is met with relating to client and designer duties under the CDM2015 regulations.
- Be aware of the building regulations and the appropriate competencies of PD/PC
- Monitor, report and support project managers and managers to undertake Risk Assessment Method Statements as required.
- Be aware and implement current legislation and EMCOR UK and Client processes and procedures.
- Support Site Team in the development of the construction phase plans prior to construction commencement.
- Complete regular Health and Safety compliance evaluations, inspections and audits – record outputs and liaise with site management to ensure actions are completed.
- Support project managers and managers to ensure construction sites are established and welfare provisions are compliant with all current regulations and standards.
- Encourage and support the creation of a functional Be There For Life culture that embraces and supports EHS and Wellbeing principles and goals. This to include active promotion and application of the account culture group and balanced scorecard.
- Support the investigation of accidents, incidents and near miss events and share lessons learned.
- Support the continued accreditation to ISO 9001, ISO 45001, ISO 14001 internally and

# Job Description

externally.

- 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 client HSEQ&W representatives to ensure mutual trust and respect based on superior service delivery.
- Support the aims of the aspects and impacts register, including action management.
- Engage with internal and external key stakeholders, including client, supply chain partners, regulatory authorities, industry bodies, and colleagues, through the project lifecycle.
- Provide input to operational teams from the planning stage through to completion, through technical and specialist guidance and advice to support proactive planning and implementation of our standards. Takes appropriate action where our standards are not being met.

## 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 General Certificate in Occupational Health and Safety as a minimum.
- 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 proven knowledge of Microsoft Office, including Word, Excel, PowerPoint 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.
- A minimum of 3 years' experience in a construction
- Ability to work on own initiative and deliver key objectives.

# Job Description

## 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.

- The ability to gain Security Clearance therefore full UK Passport is essential due to this criterion
- Full UK driving license
- Mobile South Role inc London (covering East to West and up to and including Birmingham though may be required to travel further including overnight on an ad hoc basis).

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

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