

Job Description

Job title	HSE Advisor	Date Feb 2025
Reports to (title)	Head of Safety, Assurance and Wellbeing	
Contract/Department	BBC	Revision
Location	TBC	

Job purpose

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

- To implement EMCOR UK's Be There for Life (BTFL) whole-person approach to safety through the delivery of the health, safety, environmental and wellbeing (HSE) strategy, policy, and processes in the account. Leading by example, demonstrating exemplary safety leadership behaviours, engaging, and developing colleagues, seeking feedback, and ensuring visible commitment to our Safe and Secure value and the organisations just culture.
- To actively engage and support the development and implementation of a progressive and integrated safety management system through appropriate health, safety and environmental initiatives, including site minor work and capital work projects activities. Implement operating systems and establishing a proactive preventative methodology drawing upon data-driven evidence and practical based experience.
- Ensure a safe and healthy working environment, adherence to related statutory duties and the advancement of best practice standards.
- Support the co-ordination and provision of all account HSE activity, aligned to EMCOR UK's policies and procedures.
- To represent EMCOR UK as the HSE specialist in all customer interactions. To actively participate and support the advancement of corporate safety through the Safety, Quality and Risk (SQR) team and contribute to enterprise initiatives as determined by the Head of Safety Operations/Executive Director SQR.

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.

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- Encourage and support the creation of a functional BTFL culture that embraces and supports health, safety, environment and wellbeing principles and goals. This to include active promotion and application of the account culture group and balanced scorecard.
- Provide safety and risk intelligent professional support to the account whilst supporting and advising the management team, client, employees, supply chain partners and volunteers on all matters relating to HSE and Wellbeing.
- Support day-to-day operations on the management and reporting of all HSE accidents/incidents/near misses and safety observations ensuring immediate feedback, timely investigations are undertaken and reported, corrective actions assigned, learning from experience applied and updates provided as required within set timeframes.
- Anticipate / remain aware of future HSE legislation changes and support plans, as recorded in the EMCOR UK Legal Register, and introduce revised policy and/or processes as required to deliver against revised requirements. Identify and support the delivery of HSE related training to relevant account team stakeholders to ensure EMCOR UK/client specified competence levels are always maintained.
- Support the development and delivery of Level 1, 2 and 3 assurance activities in line with the SQR Assurance framework.
- Engage collaboratively with the SQR team, including HSW Business Partners for matters relating to EMCOR UK HSE functional authority.
- Attend monthly Community of Practice (CoP) and any subordinate peer groups that are formed to review or develop health, safety, environmental and wellbeing initiatives.
- Support the development and implementation of the account BTFL culture group and effective management of culture board activity.
- Support the development and implementation of the balanced scorecard gaining insight from and acting on the intelligence from the performance indicators.
- Support line management and central functions in interactions with relevant statutory bodies and regulatory agencies, e.g. Health and Safety Executive (HSE).
- Assist account leadership in ensuring compliance with all HSE statutory requirements, accredited processes and procedures, contract, and client specific requirements.
- Support reviews of existing HSE policies, procedures, and safe systems of work to include the suitability of risk assessments, methods statements and permit to work and the competence of those undertaking them.
- Bring to the attention of the account management, any hazards or risks not addressed in the company safety policy or procedures. This to include identifying risks that require escalation and input to the risk register i.e. cannot be resolved at source.
- Support line management in the effective management of the Aspect and Impacts register.
- Support line management in objectives set against sustainable goals such as energy efficiency and waste.
- Assist operational teams by attending pre audit reviews and as requested attendance at HSE related client audits.
- Support internal and external HSE audits and the completion of corrective actions within specified timeframes.
- Advise and support the account management on all HSE issues, promoting accountability and responsibility.
- Develop collaborative and trusted working relationships with the operations team, client representatives and supply chain partners to deliver effective HSE management.
- Support effective business communication through advice, review, leadership and direct contribution to management and team meetings, briefings, consultation forums, correspondence, publicity, monthly and ad-hoc reporting and other publications, as appropriate.
- Support the contract based, proactive, occupational health programme on a risk-based basis.

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- Work with account HR leads in respect of supporting employees with managing health condition including individual risk assessments and reasonable adjustments.
- Ensure all the submissions to all accreditations – RoSPA, British Safety Council and environmental awards are supported and submitted.
- Reportable to the HSE Manager established, or as required by the Head of HSW.
- Functional authority to the Account Director for site based HSE and wellbeing matters.
- Working with the central supply chain function to oversee safety related information provided by supply chain partners including RAMS, supply chain control/supervision procedures and the competency of operatives.
- Support organisational ISO frameworks including but not restricted to ISO 9001/ 45001/3/14001, acting as site-based support for internal and external audits against these standards.
- Provide professional support to project delivery services on the account including both minor works and capital projects, providing CDM support, project safety inspections and EHS advice as required.
- Support the SQR Head of Safety Operations in discharging full operational HSE and Wellbeing delivery and assurance through functional authority links.
- Collaborate with the central HSW Business Partners, establishing effective working relationships to deliver account based and enterprise HSE and Wellbeing goals.

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.

- NEBOSH National General Certificate or equivalent.
- IEMA or similar in environmental awareness.
- Evidence of continuing professional development (member of IOSH).
- Previous experience of working in a regulated environment.
- Auditor trained or auditing experience.
- Experience of accident/incident investigation including report writing and training.
- Experience of ISO 9001, 14001 and 45001 and 45003 standards
- Knowledge and understanding of all aspects of safety and risk management.
- An understanding of CDM2015 and BS 5975 Temporary Works Standard.
- Working knowledge of quality management systems, procedural technical and HSE compliance.

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- Methodical and disciplined approach to work prioritisation.
- Good oral and written communicator at all corporate levels.
- Ability to work as part of and support, develop and positively influence and inspire both own and operational team.
- Ability to work on own initiative and deliver key objectives.
- Able to work under pressure.
- Empathetic & empowering.
- Support the coordination of the work activities and control.
- Excellent networking skills and the ability to build / maintain relationships at all levels.
- Understanding of HSE legislation.
- Good IT skills.

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.

- Travel may be required.
- Current valid driving licence.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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

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