

Job Description

Job title	Health and Safety Advisor	Date
Reports to (title)	Siemens Energy Contract UK HSE Manager	
Contract/Department	Siemens Energy Contract - Wind Power (Gamesa)	Revision
Location	Kingston Upon Hull	

Job purpose

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

As a Health & Safety Advisor you will work closely with the HSE Manager and all operational resources in ensuring and maintaining both corporate and legislative compliance by delivering all aspects of the Company's IMS (Integrated Management System) comprising Health, Safety, Wellbeing, Environmental and Energy Management System policies, processes, procedures, guidance, communications & training.

You'll use your knowledge and skills to promote a positive health, safety and wellbeing culture in the workplace providing advice and guidance to ensure all employees both internal and external third-party workers comply with legislation, safety policies and practices are adopted and adhered to.

This will include, but not limited to, undertaking and or supporting audits/inspections (Internal and or by external bodies), support continual improvement in the development of contract specific operating processes and procedures, preparing reports, statistics, data analysis, delivering presentations, driving positive leading indicators such as safety observation reporting, be there for life conversations and supporting the general all-round HSE compliance administration of the contract.

A critical aspect of the role is the safety leadership behaviours exhibited in setting the tone for our business. Application of a Just Culture approach is also essential to incident investigation and the proactive reporting of all incidents in a clear, factual & concise way to ensure accurate conclusions can be drawn to enable shared learning and prevent recurrence.

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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.

- Prepare and present leading and lagging indicator statistics relevant to the development of the safety strategy.
- Advise and assist site and office-based staff on all aspects of the Company's, Health & Safety Environmental and Energy Systems and procedures.
- Source, plan and deliver training to employees as required to recognised/acceptable standards.
- Continual promotion of the health and safety ethos and culture at all levels in the Company and Assess competence and engagement of staff and sub-contractors.
- Attend and contribute to health and safety meetings at site, regional and liaise with the Client and attend meetings as instructed.
- Contribute to and develop appropriate health and safety, as well as environmental initiatives as required.
- Review and develop where deemed required, internal RAMS and support site in the review of submitted subcontractor RAMS where appropriate. Along with the review of account specific COSHH assessments in compliance with H&S and legal obligations.
- Support and undertake regular positive observation reports, inspections, audits in keeping with an agreed programme across the account and report accordingly.
- Support the reporting and Investigation of all incidents, dangerous occurrences, ill health, wellbeing concerns and near misses. Identify opportunities for improvement and information sharing.
- Prepare and or distribute regular health and safety communications as required.
- Contribute to the development of operating procedures and other aspects of the Safety, Health, Environmental and Energy Management Systems through continuous improvement.
- Support the Coordination of training for HSE.
- Support/Input and administer data onto relevant corporate systems such as Intalex ensure actions are completed.
- Support the review of all compliance data and evidence held my sites in relation to compliance reporting via the complete suite of operational logbooks both electronic and site held.

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Resource responsibilities

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

- No direct or indirect reports.
- Compliance required in relation to all corporate human resource and financial policies in relation to personal conduct and expenses incurred for example.
- Responsible for safe use and keeping of all equipment and assets supplied in support of the role.

Person specification

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

Knowledge and skills:

You will ideally have previous experience and be fully conversant in advising on all aspects of H&S compliance in a facilities management (hard and soft), along with all construction related activity, across a mix of operational sites from offices to large industrial manufacturing settings.

- Experience in a similar HSE, wellbeing and energy related role and applicable systems.
- Auditing and regulatory compliance experience.
- Excellent IT skills including Microsoft Office and Databases.
- Excellent communication both written and verbal across all levels of internal and external interface.
- Experience in delivering presentations/training sessions.
- Calm professional and collaborative manner, but able to take firm accurate and timely decisions with attention to detail.
- Good interpersonal and customer relationship skills
- Knowledge of OHSAS 18001/45001, ISO 14001, ISO 9001 systems & their implementation.

H&S, Certification/Qualification/Professional Membership, as a minimum or above:

- IOSH Managing Safely or The National General Certificate in Occupational Health and Safety - delivered by the National Examination Board in Occupational Safety and Health (NEBOSH) providing a good understanding of a broad range of health and safety issues. Or above.

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- Professional Membership to IOSH (TechIOSH/GRADIOSH) or above.
- Behavioural safety experience an advantage.

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.

- Takes ownership and accountability and demonstrates core values such as honesty, commitment, loyalty, flexibility with a willingness to assume additional responsibilities in keeping with the requirements of the post where deemed required.
- Valid UK Driving Licence and access to a vehicle essential for business travel between site locations, attending meetings and internal and external events.

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

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

<i>FOR HR USE ONLY:</i>				
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>