

JOB DESCRIPTION

JOB ROLE: Health and Safety Advisor

GRADE: Grade 4

JOB PURPOSE: To promote and provide a safe working environment through provision of expert knowledge and trusted, autonomous support and advice in both office, laboratory and field environments. Be the first point of contact for health and safety guidance for our various teams and provide strategic advice and support to the Executive Team. Continually improve the health and safety management system, beyond compliance.

ACCOUNTABILITY: Reporting to Director of Operations

Essential experience/skills/qualifications:

- NEBOSH General Certificate
- Demonstrable experience in an operational occupational Health & Safety role.
- Working knowledge of building related safety issues including asbestos, legionella, fire & gas safety
- Working knowledge of CoSHH, PUWER, LOLER, accident investigation
- Calm and competent communicator with experience of providing advice at all organisational levels and reporting to senior management
- Strong organisational and prioritisation skills with attention to detail
- Experience of driving change to improve health and safety management
- Developed interpersonal skills to work across various departments
- Data and reporting skills to provide meaningful management information
- Proven digital / IT skills to develop systems, documentation and maintain records
- Experience and ability to work in the field and make informed decisions under pressure

Desirable experience/skills/qualifications:

- Membership of IOSH (at least Technical level) with evidence of CPD
- NEBOSH Diploma/Level 6 NVQ in Occupational Safety & Health (or undertaking)
- Experience of health and safety in research and/or laboratory environments
- Knowledge of maritime safety standards and/or diving at work such as COLREGs, MARPOL
- Project management experience

Key responsibilities

- Act as a first point of contact for health and safety within the organisation including supporting risk assessments and safe working practices
- Ensure organisational compliance with all statutory safety requirements
- Promote a positive safety culture and raise staff awareness

- Develop and provide awareness raising, training, induction, guidance, policies and relevant documentation
- Provide strategic advice and support to the Executive Team on the health and safety management system
- Deliver annual audit plan and maximise contracted consultancy arrangements
- Undertake training and first aid Needs Assessment/s and coordinate delivery and associated training/competency records
- Chair the Health, Safety & Wellbeing Management Group
- Report into the Health, Safety & Wellbeing Strategy Meeting
- Collaborate and influence effectively across organisational boundaries
- Be a critical part of the Operations Directorate with cross key relationships including site, research facility and vessel manage
- Produce audit, compliance, and performance reports
- Ensure appropriate accident, incident and near miss reporting, monitoring and investigations are undertaken with require records
- Ensure reportable incidents, as required by HSE (or other regulatory bodies) are reported
- Issue a prohibition for any work areas or activities if required
- Undertake individual risk assessments as required (pregnancy, PEEP, DSE)
- Create and maintain appropriate central tools and information on internal systems
- Provide advice on waste management
- Maintain personal competencies through Continued Professional Development and professional networks eg. NERC Local Safety Advisors
- Support or manage other projects as required as part of identified health, safety and wellbeing priorities
- Undertake ad-hoc tasks identified as being within the job holders capabilities