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| **Job Title: Occupational Health & Safety Specialist** | **Reports to:** Compliance Director | **Roles Reporting to this role:** None | |
| **Location:** Salisbury | **Business Stream:** Support | **Indicative salary range:** £31-37k | |
| **Purpose of role: to advise on, develop and promote a safe and healthy working culture across the company. As a champion of occupational health and safety, supervise and co-ordinate work systems to ensure that the company meets the highest safety standards.** | | | |
| **Person Specification**  **Key Technical Skills / competencies:**   * Experience within a civil engineering, geotechnical, geo-environmental, historic environment and/or construction sectors. * Proficient understanding of the process and application of ISO 9001, OHSAS 18001/ISO45001 and ISO 14001. * Experience in Auditing * Experience in Mentoring   **Key Behavioural competencies:**   * Be visible, accountable and trustworthy. * Have a mentoring, coaching and training attitude toward developing staff. * To act collaboratively developing positive relationships both internally and externally. * To be proactive and positive with a can-do attitude – finding solutions to occupational health and safety. * Be optimistic and a positive influence, inspiring creativeness and innovation in others.   **Key competencies:**   * Excellent written and verbal communications skills, and the ability to flex style to suit the audience. * High level of computer literacy; Microsoft Office packages.   **Desirable**;   * experience of attaining ISO accreditation via previous experience of Quality ISO 9001 and OH&S OHSAS 18001/ISO 45001 management standards.   **Qualifications:**  The ideal candidate will have:   * NEBOSH General Certificate as a minimum (or equivalent). * Technical Member of IOSH (or equivalent). * CSCS Site Card, Safety Officer. * UK Category B Driving licence.   An advantage would be:   * NEBOSH Diploma, NVQ 4/5, NCRQ. * NEBOSH Fire Prevention and Risk Management Certificate. * Environmental Management Systems Qualification. * Graduate Member of IOSH (or equivalent). * An adult training qualification at level 3 on a regulated qualification framework (RQF). * IOSH Train the Trainer course. | **Role Specification**  **Key Tasks and Activities:**   * To audit and develop existing site safety plans. * To mentor site safety supervisory staff. * Maintain records of site visits and advise site safety officers through verbal communication and site staff through team briefings. * To support managers in delivering H&S objectives by advising on legislation, helping to find solutions to the continued delivery of successful operations in a safe manner. * To deliver best practice advice ensuring the safety of all employees. * To assist in the development of the strategic direction and work priorities for the HSE team, how they integrate into the company/business strategy. * To record, monitor and audit safe working practices on site, reports which encompass both own monitoring but also those of other auditors. * To develop a suite of communication tools for effective dissemination of H&S information, tool box talks, management briefs and strategic reports based on H&S metrics. * Provide advice and support in incident investigation and reporting. * Review H&S resources and documentation to ensure they are in date and fit for purpose. | | **Outputs**  **Key Outputs/Deliverables:**   * Advice and support to operational teams (PQQ, site safety plans, safe working best practices, incident reporting and investigation). * Audit reports. * Education and awareness training. * Translation of DSE reports for workspace assessments into action plans for staff. * Alignment of client H&S compliance with WA provision of services. * Updating policy and procedures and communicating them.   **Describe with whom the role regularly interfaces:**  External   * HSE. * Professional Body. * Clients and Suppliers. * Prospect (Union).   Internal   * Senior Management Team. * Employees. * OH&S Committee. * Operational teams. |