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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.
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