

Health and Safety Advisor

Job Family	Homes – H&S
Reports to	Regional H&S Manager

Job purpose

Ensures that Safety, Health and Environment requirements are implemented by all personnel and contractors, promoting a positive culture and that nothing is so important it cannot be done safely.

Key Accountabilities

- Assists in the development and ongoing review of the Construction Phase Plan for each site
- Supports the site teams in the interpretation, guidance and advice on the application of the SHE management systems and any supporting policies, procedures and processes to enhance SHE awareness, engagement and capability.
- Supports teams in their site forward planning and leadership meetings for SHE implications and considerations for sites
- Ensures that accountabilities and responsibilities within the SHE management systems are clearly understood by all site and office-based personnel
- Promotes the Company's SHE standards within our supply chain and conduct supply chain assessments, as and when deemed necessary, and recommend any action required to ensure compliance with our SHE standards
- Undertakes site inspections and attend the Sites Review Meetings on every site (that you have been nominated to support) at least monthly
- Provides appropriate levels of support, guidance and governance that will enhance and continually improve both individual sites and our overall business SHE performance
- Provides support with identification and management of SHE risks, issues and opportunities under guidance from the SHE Manager
- Supports the Regional site teams with the effective management of SHE issues/ incidents / accidents / delivery of actions to satisfy governance requirements and embed lessons learned.
- Supports and facilitates Regional liaison with enforcing SHE authorities to maintain their confidence & respect and ensure that all sites have registered with the relevant enforcing authorities as necessary
- Ensures the appropriate SHE considerations and risk reduction strategies are in place on all sites at the planning stage
- Checks non-compliance reports from both internal and external audits are being adequately closed-out with all corrective actions completed within agreed timescales
- Monitors of the overall regional SHE performance and providing recommendations for appropriate corrective action to ensure that annual targets set are met and company SHE standards are maintained
- Monitors the performance of the Regional supply chain to ensure it offers value and supports delivery of Company SHE targets
- Ensures regular monitoring report deadlines are met with integrity and the quality of the data is correct and accepted by all users
- Leads on the preparation of briefing packs for relevant sites and regional meetings
- Attends and supports the Sites review meetings

- Supports the SHE Team in the delivery of the SHE Plan and identified priorities
- Supports in the preparation and issue SHE Alerts / Bulletins and Posters
- Supports with the review and update of SHE processes and procedures as necessary
- Promote and lives the values of St. Modwen
- Maintain knowledge and adhere to relevant Group Policies and Procedures, Legislation and Regulations
- Develop and ensure safe working practices

Experience, Skills and Knowledge required

- Relevant experience within a H&S role within the Construction industry
- NEBOSH Construction certificate
- AIEMA desirable
- Minimum TechIOSH working towards CMIOSH
- Full driving licence
- Have a clear understanding of importance of the role in the team and the standards of performance that are expected
- Attention to detail
- Actively manage own PDP
- Able to manage/prioritise workload effectively
- Familiar with key aspects of H&S management and terminology – but training will be provided
- IT capability – Word/Excel/PowerPoint
- Understanding of general business systems and processes
- Organisation and personal time management

Core OR leadership Competencies - enclosed