



JOB DESCRIPTION

Role Title:	HSEQ Advisor	Location:	TMJ Bildeston
Department:	QuESH		Sites as required
Reports to:	Teresa Gorham	Direct Reports:	None

Role Overview:	<p>Provide health and safety advice to the business as a competent professional, within your capabilities.</p> <p>For maintaining and seeking continuous improvement of all Health & Safety standards in the workshop and on all external locations.</p>
Roles & Responsibilities:	<ul style="list-style-type: none"> • Provide cover and be a point of contact and source of information during the QuESH Manager's absence. • Receive information from sources regarding new or changing legislation and liaise with them regarding the actions required to meet the legislation. • Investigate new safety initiative's and produce a procedure / SSOW / criteria for consideration and implementation • Site tasks <ul style="list-style-type: none"> ○ Carry out site inspections, discuss findings with site management and take action as required. ○ Liaise with Main Contractors to deal with any issues as found above. ○ Attend site Health & Safety meetings to report findings ○ Write Risk Assessments and COSHH Assessments for all site activities ○ Review drawings & write Method Statements for all installation works in line with programme dates. Liaise with other departments for help & advice where required. ○ Liaise with Sub Contractors to obtain RAMS for projects. • Produce agenda & chair QuESH Forum, agree minutes & report any issues to management. • Write Risk Assessments and COSHH Assessments for all TMJ activities (not covered under 'site' works) • Ensure compliance with Health & Safety and Environmental policies and procedures. • Carry out Accident Investigations, write reports & make recommendations. Report accidents as per RIDDOR requirements. • Amend Risk Assessments & introduce measures as per recommendations from OHN. • Assist the E & Q Manager in developing and maintaining our ISO Management Systems 9001, 14001, 45001. As well as accreditation to FSC & PEFC • Provide support with other accreditations such as FORS, ROSPA and Considerate Constructor. <ul style="list-style-type: none"> • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures

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Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Good IT skills, using Word, Excel, Teams etc • Good people and strong communication skills • Good time management and time keeping • Ability to prioritise workload and deal with busy deadlines • Maintain Continued Professional Development (CPD) as additional evidence of competency for their role • Awareness of confidentiality and sensitivity • A self-motivated individual 		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • ISO Awareness • Environmental Awareness • The ability to negotiate with all levels of staff and management • Good report writing skills • Be comfortable and competent with training others in health and safety topics • Experience within Construction/Manufacturing industry • Basic understanding of each department and their main function within the business 		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> • NEBOSH (General or Construction) (Essential) • Lead Auditor Experience / Qualification • First Aid • Fire Marshall • PASMA / IPAF • CSCS 		
Key Internal Relationships:	<ul style="list-style-type: none"> • QuESH Manager and QuESH team • Workshop departments • Office departments • Site Teams 		
Key External Relationships:	<ul style="list-style-type: none"> • Sub Contractors / Suppliers • Site Teams (Fixing Companies / Main Contractors) 		
Prepared By:	Teresa Gorham	Date:	August 2022