ROLE PROFILE: Safety, Health, Environmental and Quality (SHEQ) Advisor

DEPARTMENT: SHEQ

LOCATION: Fairfield Office, Kingston Crescent, Portsmouth

HOURS: 40 per week

**SALARY:** £42,000 - £45,000

BENEFITS: £5,623 Car Allowance & Private Medical Insurance

WHO YOU REPORT TO: Senior Contracts Manager PCC

WHO REPORTS TO YOU: N/A

SUMMARY OF ROLE

You will report to the Senior Contract Manager for the Portsmouth City Council Repairs & Maintenance Contract. You will be responsible for supporting and promoting a positive and collaborative approach to SHEQ activities ensuring the Company complies and adheres to all current legislation, SHE Management System processes, policies and procedures. You will spend most of your time working with Operational Teams supporting the delivery of their work activities by providing advice, training, coaching, inspections and periodic audits to ensure adherence to the SHEQ Management System.

**KEY RESPONSIBILITIES**

* Train and coach Operational Management and Supervision to a high standard to manage and lead their teams in all aspects of SHEQ formally assessing competency.
* Train and Coach Operational Management and Supervision to take responsibility and ownership of safe methods of working, producing risk assessments and method statements as required formally assessing competency.
* Train and coach operatives and subcontractors (as required) in relation to their safe methods of working formally assessing competency.
* Spend considerable time in the field formally inspecting operatives and subcontractor work activities ensuring safe method of working.
* Oversee, provide and manage all training materials, resources, toolbox talks, briefings and assessments for all staff across the contract highlighting any gaps and providing resolutions.
* Oversee, manage and undertake formal inspections and audits on all activities ensuring a risk based focused approach is adopted.
* Oversee incident reporting and investigations ensuring incidents are efficiently and effectively investigated and corrective actions and improvement measures are coherently implemented across the contract and company.
* Ensure you capture, update and report statistics and management information accurately and timely identifying trends, risks, areas for review, and improvement.
* Ensure documentation relating to SHEQ Management Systems are saved efficiently and effectively in designated file repository(s) and that all documentation professionally represents the Company.
* Be a member of the SHE Steering Group and Working Safely Group working closely with Executives and Senior Management.
* Support the Company in ensuring the SHEQ Management Systems comply with ISO 9001/14001/45001 standards.
* Keep up to date with all SHEQ legislation and any other developments that affect the Company advising on what action should be taken.
* When required support the Operational teams with client liaison on matters of SHEQ.
* Support Business Development and Operational teams in specifying, and development of, working practices and solutions for tendering and operational activities.
* Support and provide cover for the whole business across the various sites and locations as and when required.

REQUIRED QUALIFICATIONS

* NEBOSH Construction Preferred
* IEMA Certificate in Environmental Management or NEBOSH Environmental Certificate.
* Qualified to deliver internal courses on Asbestos, Manual Handling, Working at Heights, Face fit, Abrasive Wheels, Risk Assessment and Method Statements (RAMS), and Incident investigation & Root Cause Analysis.

REQUIRED EXPERIENCE

* 5 years’ experience in providing SHEQ Advice within the Construction and / or Building Maintenance Sectors.

REQUIRED SKILLS

* A driving licence is essential.
* Excellent training skills to turn dry subject matter into engaging training content.
* Excellent coaching skills to influence positive cultural behaviour from staff, contractors, and other key stakeholders.
* Good attention to detail promoting the Company in a professional way through the documentation produced.
* Ability to identify areas for improvement and have the skills to implement these improvements in an efficient and effective manner with buy-in from the key stakeholders.
* Good communication and interpersonal abilities in order to explain technical, process, and procedural matters to a range of people from Senior Managers through to Tradespeople.
* Ability to understand and analyse data and present it simply and accurately.
* Good organisational, prioritisation, and motivational skills to ensure you are efficient and effective.
* Efficient in MS Office applications.
* Understanding of legalisation relating to SHEQ.