

Job Description

Job Title: HSE Officer

Responsible to: Group HSE Manager

Purpose of the role:

This role will be responsible for leading on the Health, Safety and Environmental initiatives across our Belfast/ROI sites.

Duties for the role will be wide ranging but will include:

- Promote and champion a positive, proactive culture towards health and safety.
- Develop and implement workplace health and safety plans in accordance with legal guidelines.
- Keeping the Site leads informed of statutory requirements and ensuring compliance from HSE regulations.
- Providing an advisory service on HSEQ matters. Ensuring all PPE requirements are met and reviewed.
- Accident and incident investigation (reactive) and devising strategies and guidance to target improvements.
- Provide Information, Instruction, Training and supervision for all staff on Health and safety in the workplace.
- Ensure a wide range of risk assessments are undertaken and developed to eliminate or reduce risks to the health and safety of employees or other persons. Tasks may include:
 - Assist staff with the completion of risk assessments, by providing advice and guidance, and ensure that risk assessments (general and specific, such as COSHH, DSEAR, new and expectant mothers, first aid, manual handling, DSE, Lone working etc.) are completed for all activities with significant risks.
 - Assisting with the undertaking of risk assessments and development of safe working practices to eliminate or reduce risks to the health and safety of employees or other persons.
 - Compile external reports and generate action trackers to ensure compliance is met.
- Arranging and/or undertaking regular inspections, audits, health surveillance, surveys and tests to assess the standards achieved using, where appropriate, external assistance.
- Champion and chair H&S committees to drive performance and group safety cultures.
- Liaising with managers and technical personnel to ensure that health and safety aspects of all new plant, equipment and processes are fully assessed.
- Reporting notifiable incidents to the appropriate authority.
- Ensuring compliance with fire and emergency evacuation procedures.
 - Providing periodic HSEQ, KPI and performance reporting at group level.
 - Conduct Environmental monitoring and follow-up on remedial actions.
 - Assistance in the claim management process, with the legal and HR team.
- Providing advice in investigations into the cause of significant accidents and dangerous occurrences and carrying out recommendations for remedial actions.
- Arranging and/or undertaking regular and statutory inspections, audits, surveys and tests to assess the standards achieved using, where appropriate, external assistance.
- Collaborate with HR management and regulatory bodies on health and safety compliance.
- Ensure all sites, including those of lone workers are adhering to safe systems of work in line with company and HSE regulations.

Personnel Specification

Specification	Essential	Desirable
Education Attainments	<ul style="list-style-type: none"> • NEBOSH General certificate or equivalent 	<ul style="list-style-type: none"> • NEBOSH Fire & Environment management • First Aid trained
Job Experience	<ul style="list-style-type: none"> • Minimum of 3 years (or equivalent) in the same or similar role. • Ability to think strategically • Good understanding of the wider environment to make appropriate resource decisions. • Attention to detail and strong problem-solving skills. 	<ul style="list-style-type: none"> • Experience of leading or coordinating a significant change or safety programme. • Experience of undertaking HSE investigations and decision making. • Experience within a Manufacturing/Production environment
Specialist Knowledge / Skills	<ul style="list-style-type: none"> • A good knowledge of Health and Safety legislation. • Previous experience of carrying out in-depth incident/ accident investigations 	<ul style="list-style-type: none"> • Experience in working towards ISO standards • Knowledge of CDM Regulations. • Experience working with COSHH and with DSEAR regulations.
Disposition	<ul style="list-style-type: none"> • Good written and verbal communication skills with the ability to communicate effectively across all levels • Highly motivated and results orientated • Resilient – works well and stays calm under pressure • Excellent organisational and time management skills with the ability to prioritise effectively and work under pressure. • Strong analytical problem-solving abilities • Strong interpersonal skills with the ability to build constructive working relationships and work collaboratively with others 	

	<ul style="list-style-type: none">• Ability to work independently or collaboratively.	
Circumstances	<ul style="list-style-type: none">• Flexible and adaptable• Good attendance, timekeeping & disciplinary record• Full driving licence and access to a car• Prepared to travel to various sites across GB, NI and ROI as required	