

Job Description

QHSE Advisor



OVERVIEW OF POSITION

A hands-on role, the Quality, Health, Safety & Environment Advisor will lead all key QHSE elements across the business, working in conjunction with the wider Management Team to support our office, workshop, and offshore activities by effectively delivering all services to ensure compliance with the Business Management System and current legislation and regulations.

PRINCIPLE RESPONSIBILITIES AND TASKS

- Embrace the shop floor and be visible to drive behaviours.
- Encourage and promote a positive QHSE culture across the Company.
- Ensure work environments and activities are safe and regularly audited for compliance.
- Engage with operational processes to drive continuous improvement culture.
- Undertaking and monitoring of site emergency drills.
- Member of QHSE committee.
- Management of existing 3rd party ISO advisors.
- Provide direct support to the Management Team in identifying and addressing QHSE risks and impacts, develop appropriate mitigation measures.
- Drive the creation and implementation of best practice quality vision, strategy, and policies to aid and improve QHSE business processes.
- Maintain awareness and understanding of relevant legislation, standards, guidance, and other industry best practice to ensure continued company compliance.
- Ensuring Business Management System conforms to the on-going requirements of ISO 9001/14001/45001.
- Oversee the continual improvement of the Business Management System.
- Ownership for the capture, collation and reporting of QHSE related KPI' s.
- Conduct regular QHSE meetings and audits.
- Work with peers, communicate relevant QHSE information clearly across the business.
- Coordinate with external bodies as required.
- Manage QHSE reporting process, including investigation and actions.
- Oversee company RIDDOR compliance process, including notification, investigation, and reporting.
- Ensure all documentation is completed to a high standard and communicated effectively.
- Assist writing and reviewing of RAMS prior to works and monitoring of mitigations and controls.
- Support peers in development of QHSE awareness.
- Support supplier verification processes.
- Support tendering team as required with QHSE inputs.
- Maintaining QHSE databases.

KEY MEASURES

- Ensure QHSE objectives are met and documented correctly.
- Promote QHSE values and culture at every opportunity.
- Ensure processes and procedures are maintained for developing an effective QHSE Management System.
- Position the business ahead of the QHSE curve through proactive and effective working.

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HSQE Advisor

FORMAL EDUCATION

- Formally recognised Health and Safety Qualification (NEBOSH or equivalent qualification) and relevant work experience (or equivalent work experience).
- Formally recognised International Organisation for Standardisation (IOS Diploma or equivalent qualification) or applicable work experience

TRAINING AND EXPERIENCE

Experience

- Relevant QHSE experience.
- A good understanding of Occupational Health and Safety, Environmental and Quality management systems to OHSAS 9001, ISO 14001 and ISO 45001 standard.
- Should possess good computer skills and have ability to utilise Microsoft based office systems i.e. Excel, Outlook, Word and PowerPoint.
- Internal/Lead Auditor (desirable).

KEY BEHAVIOURS

- A team player, with excellent interpersonal skills.
- Confidence to challenge assumptions and behaviours.
- A pragmatic, problem solving outlook.
- The ability to communicate at all levels.
- Self-motivated, versatile, determined can-do attitude.
- Attention to detail.

TRAVEL REQUIREMENTS

Minimal travel may be required as part of this position including but not limited to other Company worksites.

REPORTING LINES

Reporting to

- Technical Director

Direct reports

- 3rd Party ISO Advisors.