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| **Job title** | Health and Safety Advisor | | |
| **Name of Post Holder** | TBC | | |
| **Department** | Health and Safety | | |
| **Location** | Dalry Office and site/office locations as required by the role. (Regional role) | | |
| **Reporting line** | Group SHEQ Manager, Construction Director | | |
| **Main Purpose of the role** | As an Health and Safety Advisor, you will play a key role in building a Safety First culture, providing support, advice and guidance on all aspects of health, safety and welfare to Directors, Managers, and staff and as appropriate. You will report to the Group SHEQ Manager and support all business needs for sites across West, Central and East Scotland. Ideally this role will be based from our Dalry or Glasgow Offices, with regular site visits. | | |
| **Duties (not exhaustive)** | * Promote a Safety First culture. * Carrying out audits and inspections on a number of housebuilding sites as well as company offices and facilities around Scotland (driving and access to your own vehicle is an essential requirement). * Assisting in the development of construction phase plans and other predevelopment documentation. * Assisting the Group SHEQ manager in developing health and safety policies and procedures, and ensuring they are implemented. * Leading and assisting on investigations relating to accidents, health-related complaints, cases of ill health, and HSE enforcement action. * Maintaining and updating records on health and safety. * Appraising sub-contractors RAMS and PQQ’s for the project teams using online appraisal system. * Identifying potential hazards and determining ways of reducing risks. * Carrying out or assisting in the creation of risk assessments/method statements for construction teams. * Advising site managers and workers on health and safety related matters. * Manage and organise training and communications on keeping safe at work. * Ensuring that work equipment is installed correctly and safely. * Keeping up to date with health and safety legislation. | | |
| **Skills & Qualifications** | * Minimum NEBOSH general certificate and/or NEBOSH Construction certificate. * Membership of IOSH – minimum TechIOSH working towards or at CMIOSH level is preferred. * Other preferable qualifications include NEBOSH fire certificate, environmental qualification, etc. * Full and Clean UK Driving Licence is essential due to travel required as part of this role. * Must have proven knowledge and experience working in a construction/housebuilding environment as a safety practitioner. * Excellent communication skills including mentoring, training and support. * Proactive and positive work ethic and possess sound attention to detail. * Able to use your own initiative with persistence and determination. * Able to work well with others as part of the project team. * Health and Safety Legal knowledge including court procedures and government regulations in relation to health & safety and potential claims, etc. * IT literate including standard MS Office packages and industry specific software such as WorkWallet, etc. * ISO certification awareness would be beneficial. | | |
| **Person Specification** | Staff members should be able to demonstrate an understanding of the values of the company and apply these in their day-to-day work.  We appreciate all our team members are individuals with their own interests, strengths and weaknesses, therefore we seek to work with individuals who welcome feedback, engage with development and support opportunities and seek to work as an effective member of our wider team.  We proactively seek to engage with a diverse workforce and encourage applications from candidates of all backgrounds, ethnicities and beliefs. | | |
| **Main stakeholders/**  **points of communication** | Role requires coordination, communication and positive working relationships with the Trades and Labour staff, Assistant/Site Managers, Project Managers, Senior Managers within the Operations team including Contracts Managers and Operations Managers, Head Office staff, HR Team, Commercial Team (Surveyors, Procurement, etc).  You will also liaise with a range of clients, design teams, subcontractors, operatives on site, suppliers, utility companies, local authority departments. | | |
| **Signed (post holder)** |  | **Date** |  |
| **Signed (Line Manager)** |  | **Date** |  |
| **Signed (Managing Director)** |  | **Date** |  |