



## Role Profile / Job Description

<b>Job Title</b>	Health & Safety Advisor	<b>Grade</b>	[No]
<b>Last Reviewed</b>	March 2023		
<b>Version</b>	1		

<b>Reporting To</b>	Head of Health and Safety
<b>Department</b>	Health and Safety
<b>Location</b>	Head Office, Havant but required to attend all company sites
<b>Direct Reports</b>	None
<b>Key Interfaces</b>	<ul style="list-style-type: none"> <li>• All Employees</li> <li>• Supply Chain Contractors</li> <li>• External Specialist Advisors and training service providers</li> <li>• Portsmouth Water Human Resources Team</li> <li>• Water Companies and Authorities</li> <li>• HSE</li> <li>• ROSPA</li> </ul>
<b>Purpose of role</b>	<p>You shall be required to provide positive support and advice to our busy operational teams whilst maintaining and developing the company Occupational Health and Safety Management System (OHSMS). Working with our Project delivery and maintenance teams you will ensure that all works are fully compliant with the Construction (Design and Management) Regulations and other relevant construction legislation and regulations.</p>

<b>Values and Behaviours</b>
<p>We build success through a collaborative approach and by developing sustainable relationships. We will endeavour to provide a better service for both our internal and external customers and our colleagues. We will achieve this by following the Portsmouth Water core values of <b>Excellence, Integrity &amp; Future Focus</b></p>

## Main Duties and Responsibilities

- Responsible for developing, implementing and monitoring performance Occupational Health and Safety Management System (OHSMS), including reviewing and updating, policies and procedures, and ensuring managers are coordinated in undertaking activity and site inspections.
- Regular site visits and inspections, working with operatives at all levels but more importantly promotes a Safety Culture – with a focus on providing a safe working environment, enabled by with a focus on providing a safe working environment, enabled by Information, Instruction, training and management of risk.
- Work in collaboration with the Havant Thicket project Head of Health Safety, Wellbeing and Environment Manager and the Head of Health and Safety to review and align common working practices and other collaborative duties as part of a supportive and progressive safety team.
- Collaborate with the Human resources team to support with Health and Wellbeing initiatives and activities and also ensuring that they have support to coordinate and manage Occupational Health arrangements.
- Undertake periodic reviews of Policies, Procedures and Risk Assessments. Support departments to review and update Risk Assessments.
- Undertake Inspections and Audits and provide point of task support and advice.
- Coordinate and arrange for external annual maintenance, audit and inspections for safety and fire related aspects of operations such as Fire Risk Assessments, Breathing Apparatus, Fire extinguishers, First Aid etc.
- Support and lead out on Incident reporting and investigations.
- Collate, develop and manage input into reports, presentations and briefings, to initiate informed decisions and update stakeholders. Develop and collate performance information to be submitted for the annual ROSPA safety Award.
- Reporting under RIDDOR and internal metrics for accidents, injuries and near misses.
- Promote the requirement to pro-actively report on Near Misses and High Potential events and develop actions for improvements.
- Work with Project Managers to support and advise on client responsibilities under the CDM Regulations 2015.
- Develop and monitor the Core Health and Safety annual training programme. Identify and coordinate essential H&S training and facilitate in-house training and inductions. Develop toolbox talk / training materials and deliver.
- Support HR with selection of appropriate training service providers.
- Monitor Industry and national HS&W performance and Regulation changes.
- Promote HS&W initiatives.
- Support with out of hours fire alarms and emergency services attendance to site as required.
- Appoint and monitor external service providers to audit, inspect and maintain safety related equipment and regulatory risk assessments (including Fire Risk Assessments, First Aid, Breathing apparatus etc).

## Technical / Job Specific Duties and Responsibilities

- Review our Policies, Procedures and Risk Assessments and communicate changes to ensure our teams have the best possible resources to support with risk control.
- Monitor performance through collation of Leading and Lagging information and prepare for periodic management reports and presentations.
- Identify Trends and recommend improvements ranging from PPE, safe systems of work,
- Develop, monitor and manage essential safety training programmes.
- Provide pro-active advice and support for all aspects of operations, and coordinate external specialist advice where required.

## **Compliance and Quality**

- To Align with Portsmouth Water Occupational Health and Safety Management System, to drive performance toward Zero Harm.
- Explore and develop our aim to exceed a Zero Harm environment and enable our employees to *go home better*
- Always adhere to our core values of Excellence, Future Focus & integrity leading on the appropriate behaviours to develop a positive and collaborative culture.
- Health and safety regulatory requirements (CDM and H&S at Work Act)
- Monitor performance against our OHSMS policies and Procedures.
- Ensure compliance with UK Health Safety legislation.

## **Health & Safety, Environmental & Wellbeing**

- Ensure that works are carried out in accordance with the Portsmouth Water Health and Safety policies and Procedures.
- To provide support from time to time with general health and safety advice, inspections, audit and investigations.
- To ensure core training is delivered and that support is provided for toolbox talks and internal training

## **Leadership, Management, Developmental**

- Demonstrate behaviours upholding our values
- Fostering a transparent and learning culture across the team.
- A Team Player supportive of the challenges of the wider business.

## **Working Conditions & Environment**

- Work will normally be within an office based environment with site visits for audits and inspections throughout the companies area of operation.
- Normal office hours but will be required to support reactively out of hours and at weekends from time to time relating to fire alarms or an emergency response.

Person / Role Specification	Essential (E) Desirable (D)
<p><b>Skills, Behaviours and Competencies</b></p> <ul style="list-style-type: none"> <li>• Good communication and effective stakeholder engagement skills.</li> <li>• Self-motivated, enthusiastic and able to foster collaborative working.</li> <li>• Excellent knowledge of health and safety legislation, policy and best practice.</li> <li>• Project Management Capability.</li> <li>• Risk management, method statement review, site inspections and investigations.</li> <li>• Good analytical skills, with the ability to review and write health and safety policy and Procedures, and technical reports which provide analysis, interpretation and root causes of events as well as providing pragmatic recommendations.</li> <li>• Naturally Positive and Collaborative when providing a service to others</li> <li>• Excel/Powerpoint/Word/Teams</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>
<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• 5 years of experience in a Safety Environment or alternatively and/or experience in an Utility, Engineering or Operational environment with demonstrable exposure to Safety standards and compliance.</li> <li>• STEM degree in a related field of study.</li> <li>• CSCS / NEBOSH / IOSH / SMSTS qualifications</li> <li>• First Aid at Work certificate</li> <li>• Street Works qualifications</li> <li>• Incorporated or Chartered Engineer or Chartered Environmentalist or relevant Professional Membership</li> <li>• Risk management, method statement review, site inspections and investigations</li> <li>• CDM regulations implementation as Client and or Principle Designer</li> <li>• Full driving licence (all applicants will be required to undertake our driver assessment)</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• E</li> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> <li>• E</li> <li>• E</li> </ul>

**Mandatory / Recurring Training Requirements**

Listed in Priority order, so core training can be achieved during Induction Period if not attained already

- NEBOSH
- Water Hygiene Training
- CSCS
- Mental Health First Aider
- First Aid at Work
- Street Works Qualifications Register - Supervisor
- SHEA Water
- Construction Design and Management Regulations
- Continued Professional Development

*This job / role description is a guide and provides a summary of the core aspects of the role. It does not detail every activity that will be required of the post holder. Specific tasks and objectives will be agreed as necessary according to changing business requirements, priorities, and operational needs.*