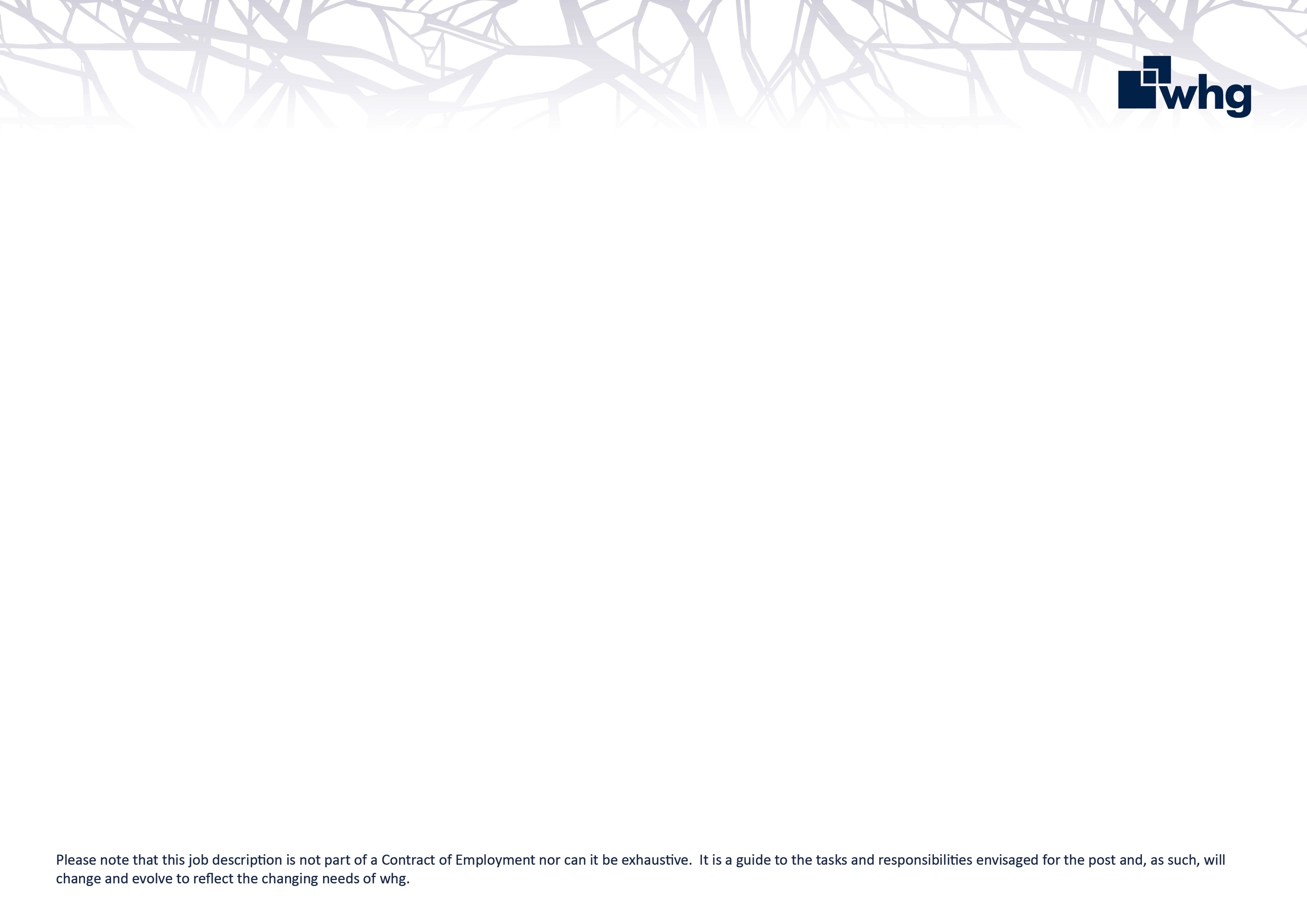
**Health, Safety & Environmental Advisor**

You will be a member of our HS&E Team, being committed to contributing towards making a difference to organisational safety, environmental performance and **positively interacting** with our colleagues in embedding continuous improvement in safety matters. 

You’ll be **accountable** for delivering **excellent** customer service and living our values at all times and be **trusted** to progress your own learning and development.

**What are my key responsibilities?**

To monitor and review effective health, safety and environmental practices across the organisation, providing guidance and/or instructions where required to meet legislative and statutory requirements. You will also provide practical and proactive HS&E support to teams across the business.

Through on-site inspections, assessment of policies and procedures and other assurance, ensure that we are fully fulfilling our legal obligations and responsibilities with regards:

* Provide competent advice to the entire business on all matters pertaining to the HS&E function.
* Ensuring whg’s HS&E procedures and control measures are being followed and maintained.
* Liaising with HR and Occupational Health providers to ensure reports and referrals are maintained and accurate.
* Review and monitor the deployment and usage of the personal safety devices across the business, including liaising with the supplier to resolve any issues.
* Ensuring that contractors are being monitored across the departments.
* Monitor Waste management and environmental issues and where required take appropriate action to mitigate any risk.
* Undertake audits/inspections to ensure compliance with whg policies and regulatory requirements.
* Triage individual interactions within our HS&E management systems, e.g. incidents and near miss reports and write reports for management to assess any trends and ensure organisational-wide learning from incidents.
* Progress and chase any outstanding actions to satisfactory conclusion.
* Independently carry out site visits, colleague welfare checks (in relation to H&S), monitoring and auditing activities.
* Develop and deliver innovative means of interacting with our colleagues that promote positive safety, wellbeing and protecting the environment.
* To identify, facilitate or deliver suitable and sufficient compliance and awareness training for colleagues that meets legislative requirements and current best practice.
* Undertake routine administrative tasks.
* Support the delivery of awareness and training workshops.
* Effectively communicate with colleagues and our suppliers.
* Undertake Health, Safety & environmental incident, accident & near miss investigations as and when required
* Undertaking and reviewing policies, procedures, risk assessments and work instructions as and when required.
* Evaluating any new tools & equipment entering the business.
* Monitoring the use of tools currently within the business inc onsite audits.

**Relationships**

* You will report directly to the Head of Health, Safety and Environment.
* You will work closely with colleagues across the business.

**Role Requirements:**

We’ll need you to have the following as a HSE Advisor:

* Practical experience of working in a high-risk sector such as construction, maintenance or manufacturing.
* Experience and practical understanding of health, safety and environmental legislation including construction and maintenance processes CDM knowledge (advantageous)
* Practical & technical knowledge of working at height legislation, including scaffolding best practice,
* Working knowledge and understanding ISO 14001 environmental and 45001 safety management systems.
* Minimum NEBOSH General or Construction Certificate qualification in Occupational Health and Safety or equivalent.
* A full driving licence with access to a vehicle.
* Experience of using a variety of IT packages i.e. Microsoft 365, Databases.
* Excellent written and verbal communication skills
* Ability to effectively communicate at all levels.
* Ability to record and produce accurate information with attention to detail.
* Excellent time management with ability to work to tight deadlines and conflicting priorities.
* Ability to deal with challenging situations/colleagues
* Ability to work on own initiative and collaboratively within the team.
* A commitment to continual personal development.

Flexible working is required to meet the demands of the service which operates between 8am and 6pm. Your manager will advise you in advance when the team is required to start and finish work. Your normal start and finish times may be varied from time to time at the discretion of your manager

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develops and retains talent.

We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in the Corporate Plan identify the behaviours that we expect all colleagues to display at whg.

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| A blue circle with white hands in it  Description automatically generated | Trustworthy  You can rely on us. We are honest in everything we do. |
| A hand holding a shield  Description automatically generated | Accountable  Taking responsibility for our actions and owning the delivery of our promises. |
| A star on a blue circle  Description automatically generated | Excellent  Striving to be the best and delivering the best outcomes for customers and the organisation. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | Respectful  Valuing people and treating everyone with empathy and fairness. |
| A pink circle with two people holding a heart  Description automatically generated | Collaborative  Achieving great things by working together. |