|  |  |  |  |
| --- | --- | --- | --- |
| **Role:** | HSEQ Advisor | **Reports to (Business):** | VolkerLaser Ltd  |
| **Location:** | Project Based. Oldbury, Birmingham  | **Reports to (Function):** | Senior HSEQ Manager |
| **Current Job Holder:** |  |

|  |
| --- |
| Overall Role Purpose: |
| Project based on the M5 Oldbury Viaduct Highways Maintenance project, the role of the HSEQ Advisor will be to support the Operations Management team in fulfilling their HSEQ obligations on this high profile project. The project will be in a motorway environment and will involve shift working patterns. You will be working under a Joint Venture Principal Contractor arrangement but working directly for a newly formed Alliance consisting of VolkerLaser Ltd and CRL Ltd. The projects HSEQ system will be predominantly that of the PC although with residual levels of the Alliances systems being used. Ideally the successful candidate will be CMIOSH accredited and with strong environmental and quality credentials.  |

|  |
| --- |
| Key Accountabilities: Describe the key tasks and responsibilities the job-holder has on an on-going basis. |
| * To advise and coordinate on H&S,Environmental and Quality issues
* To ensure the HSEQ Management Systems are understood and used effectively at project level
* To ensure that the requirements of the management system are being applied on site and administrative offices, by means of periodic inspection, audits and meetings
* To provide HSE training/awareness to the project teams as necessary and within the scope of own expertise
* To proactively provide instruction and task specific advice to operational and managerial personnel
* To investigate accidents/incidents (in conjunction with the JV and Alliance) and ensure lessons learnt are applied
* To perform audits on safety and environmental risk areas
* To ensure timely close out of actions from audits, inspections, accidents and incidents
* To ensure compliance with methods and procedures at project level
* To be champion for improving HSEQ performance via initiatives and rigorous application of HSE management systems
* To contribute to the review and revision of HSEQ policies, plans, documented procedures and forms used on the project.
* To ensure Inspection and Testing requirements are maintained throughout our activities.
* The monitoring and facilitating of compliance to the management system and the requirements of BS EN ISO 9001:2008, BS EN ISO 14001:2007 and BS OHSAS 18001:2007.
* To promote innovation and continuous improvement.
 |

|  |
| --- |
| Interfaces: Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this. |
| **Internal Contacts** | **External Contacts** |
| VolkerLaser employees and subcontractors | Supply chain |
| Managing Director/Senior Managers/Directors | Clients |
| Senior HSEQ Manager | Third party registration, prequalification, and advisory bodies e.g. BSi, Achilles, CHAS, RoSPA, BBA |
| Corporate Responsibility (VW UK) | Enforcement authorities (HSE / Local Authorities) |

|  |
| --- |
| Delegated Authority: The decisions that the role holder is allowed to make. |
| Actions necessary to prevent injury, ill-heath, pollution, damage or complaint |

|  |
| --- |
| **Limits of Financial Authority:** |
| Any potential expenditure to be agreed with the HSEQ Manager |

**Career Path Information**

|  |
| --- |
| Required Qualifications / Expertise: |
| * Demonstrable experience and achievements in a similar role
* Experience of working in a Joint Venture project based environment advantageous
* Relevant HSEQ experience in a civil engineering and build environment.
* Demonstrable experience of completing internal audits and inspections.
* Experience in facilitating registration surveillance visits.
* A working knowledge of current and impending health & safety and environmental legislation
* An understanding of the requirements of BS EN ISO 9001:2008, BS EN ISO 14001:2007 and BS OHSAS 18001:2007
* Training and presentation experience throughout all levels of an organisation.
* Good presentation, written, analytical and IT skills.
 |

|  |
| --- |
| Key Competencies required for this Career Level: |
| **Technical** | **Behavioural** |
| NEBOSH National Certificate in Construction Safety & Health as a minimum. | Good interpersonal skills with the ability to guide and educate/train at all levels |
| NEBOSH Diploma in Occupational Safety & Health or Equivalent. | Self-confidence to build strong working relationships internally and externally. |
| Ideally Chartered Member of IOSH (Minimum level GradIOSH) |  |
| Auditing skills  |   |
| CSCS card holder |  |

|  |
| --- |
| **Please note:  This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.** |
| **Agreed copy** |
| **Signature:** |  | **Name:** |  | **Date:**  |  |