



OUR VISION

'TO BE A COMPANY PEOPLE ASPIRE TO WORK FOR, WHERE WE WILL ALWAYS DELIVER THE BEST EXPERIENCE FOR OUR CUSTOMERS'.

ROLE DESCRIPTION

TITLE

HSQE ADVISOR – Operational

REPORTING TO

HEAD OF HSQE

TEAM

CENTRAL

FUNCTION

HEALTH, SAFETY, QUALITY & ENVIRONMENTAL (HSQE)

JOB PURPOSE & CONTRIBUTION TO THE ORGANISATION

To support the implementation of our business strategy and provide advice and guidance on HSQE matters to our people. To monitor the implementation of our policies and processes, investigate incidents and promote a culture of continuous improvement.

ROLE ACCOUNTABILITIES (Specific accountabilities for the role)

- Keep up to date with the latest HSQE requirements including legislation and best practice
- Provide support to the directors and management teams in all aspects of HSQE setting the highest standards by personal example
- Ensure Site Management is aware of and provided with up to date HSQE documentation
- Advise and propose on policy and procedure amendment as required to meet the changing needs of the company and continual improvement.
- Represent the company to clients and other external parties including the relevant enforcement agencies
- Assist in the facilitation of external audits to external certification organizations and other external bodies
- Assist with HSQE requirements at pre-qualification and bid stages
- Assist with the preparation of risk assessments and method statements where appropriate for the project teams
- Conduct 6 week reviews and HSQE Audits and Inspections on sites and for premises in accordance with audit programme. Feedback findings to improve our management system.



- Investigate accidents and incidents preparing detailed reports with recommendations as directed by the Head of HSQE
- Liaise with insurers in respect of claims and investigations for incidents including motor related incidents.
- Assist with the preparation of various HSQE Awareness briefings, toolbox talks, alerts etc. in line with operational requirements
- Attend meetings both internal and external to represent the HSQE team as appropriate
- Actively promote and support the Right Works programme partaking in joint reviews with divisional directors for the annual awards.

INDIVIDUAL ACCOUNTABILITIES (Generic accountabilities for all roles)

- Understand our business strategy and your personal contribution to achieving our six point plans
- Be clear on your responsibilities and strive to deliver what is expected, taking time to think, plan, and reflect on progress.
- Actively contribute to improving our business through our Right Works programme.
- Help others to succeed and acknowledge the success of others.
- Understand your personal responsibilities to maintaining our HSQE standards.
- Understand our company policies and procedures and recommend improvements.
- Understand how your actions impact positively and negatively on our reputation.
- Allow our guiding principles to guide you in your work.
- Challenge how things are done to improve productivity.
- Exploit opportunities to learn.
- Challenge behaviour that does not create an inclusive environment.

COMPETENCIES

GUIDING PRINCIPLE	INDIVIDUAL BEHAVIOURS
FOSTER TEAM SPIRIT. We are stronger together	Works effectively with others in the team and help each other to succeed.
INSPIRE CONFIDENCE AND ADMIRATION. We build respect through trust	Conscientiously delivers for our customers and other stakeholders. Be an ambassador for Knights Brown.
FACE CHALLENGES WITH ENTHUSIASM. We are adventurous, encouraging, creative and open minded	Takes ownership of and resolves straightforward problems quickly and effectively. Seek support when appropriate.
BUILD OPEN AND HONEST RELATIONSHIPS. We listen to what others have to say	Listens to others. Builds good working relationships with colleagues and people we interact with.
ADD VALUE THROUGH SIMPLICITY. We are straightforward and uncomplicated	Communicates concisely. Makes timely decisions. Works within understood processes and procedures and implements Right Works putting forward suggestions for improvements.



TAKE PRIDE IN SUCCESS.

We challenge the way we work to find a better way

Takes pride in achievement. Tackles objectives with energy and enthusiasm.

