

Safety Health and Environmental Advisor

Job Description

Main Purpose of Position

Reporting directly to the Managing Director, ensure the company fulfils its statutory duties, stated policy objectives and maintains certification to all relevant ISO standards.

Engage with and provide safety, health and environmental (SHE) support to all departments of NIS Ltd and contribute to the long-term development of an effective SHE and Nuclear Safety culture to support the successful delivery of the NIS Business Plan, in line with the company's Vision, Mission and Values.

Specific Areas of Responsibility

- ✓ Advise the Company on any hazard, and the assessment of the associated risk be it potential injury to, or ill health of, personnel and/or damage to plant, equipment, materials or the environment.
- ✓ Support the business in the planning, delivery and subcontract management relative to all aspects of SHE.
- ✓ Participate in the internal and supply chain audit programme to ensure compliance with all SHE processes and procedures.
- ✓ Promote and enhance the SHE and Nuclear Safety culture across the business: with clients, suppliers, customers and partner organisations.
- ✓ Provide monthly reports to the board on all aspects of health & safety, environmental performance.
- ✓ Assisting in the production, maintenance, continuous improvement, control and operation of:
 - NIS policies.
 - SHE processes and procedures.
 - Risk Assessment (task specific and generic).
- ✓ Auditing:
 - Perform internal audits of NIS workplaces, ensuring compliance with all relevant standards and procedures.
 - Manage and perform audits of NIS suppliers against agreed standards.
 - Maintain registers of all audit findings and ensure that these are acted upon to improve company SHE performance.
- ✓ Co-operating and assist during any external/3rd party audit.
- ✓ Chair the NIS SHE committee and facilitate the NIS Safety Board meetings.
- ✓ ensure adequate SHE competence exists within the business to support and maintain capability, managing all statutory training requirement and associated budgets.

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- ✓ Investigate all events including, minor injuries, reportable (RIDDOR) injuries, Damage to Plant, Near Miss events and Any environmental breach.
- ✓ Approve and annually review all SHE risk assessments, rules and regulations; maintain strict enforcement; and develop plans to ensure employee Instruction and re-Instruction.
- ✓ Uphold acceptable housekeeping standards in alignment with the 5S process, ensure actions from monthly SHE walk rounds are completed in a timely manner.

Reporting Relationships

Reports to: Managing Director

Additional Tasks

- ✓ Carry out, as Instructed, any task as deemed reasonable by a director in the interest of the Company.
- ✓ Work In accordance with NIS policies and procedures.

Standards

- ✓ Compliance with the requirements of the Company's management system and relevant legislation.
- ✓ Display a professional and acceptable attitude and Image for all work associated with and undertaken by the Company.
- ✓ Uphold and role model the NIS Values: Respect, Protect, Commit & Inspire

Signed -

Date:

Signed - Gill Marsden:

Date:



Safety Health and Environmental Advisor

Person Specification

Qualifications	Essential	Desirable
National Examination Board of Occupational Safety and Health (NEBOSH) Diploma in Occupational Safety and Health or equivalent (e.g. NVQ Level 5 Diploma)	✓	
NEBOSH General Certificate in Occupational Health and Safety	✓	
ISO 14001 Environmental Manager Certificate		✓
Chartered Member of the Institute of Occupational Safety and Health (IOSH) or working towards.	✓	
Chartered Member of the Institute of Environmental Management and Assessment (EMA) or working towards.	✓	

Experience & Knowledge	Essential	Desirable
Practical experience of work in a manufacturing Environment	✓	
Practical experience working in a regulated environment (i.e. nuclear)	✓	
Experience of using IT systems		✓
Good people engagement skills	✓	
Engineering background		✓
Time served engineering apprenticeship		✓

Skills & Abilities	Essential	Desirable
Good written and verbal communication	✓	
Self-motivated and enthusiastic	✓	
Committed to delivering high standards	✓	
Able to follow verbal and written instructions	✓	
Able to oversee the compilation of Health & Safety risk assessments	✓	
Presentation skills	✓	

Other	Essential	Desirable
Flexible approach to working hours	✓	
Excellent time keeping ability	✓	

