

Vacancy Notice

Title:	Safety, Health & Environment Apprentice
Location:	Chorley
Reporting to:	SHE Manager

Main purpose of the position

To assist and support the SHE Manager to ensure that the company fulfils its statutory SHE duties and stated policy objective maintaining certification to relevant ISO standard for SHE and effective implementation of all associated procedures.

Sustain a positive and continually improving “right first time” culture across the business with regards to all aspects of SHE and Nuclear Safety.

Specific areas of responsibility

SHE

- ✓ To assist and support with identifying hazards, 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.
- ✓ To assist and support with the promotion and enhancement of the SHE and Nuclear Safety culture across the business: with employees, clients, suppliers, customers’ and partner organisations.
- ✓ To assist and support with investigation of events including, minor injuries, reportable (RIDDOR) injuries, damage to plant, near miss events and any environmental breach.
- ✓ To be an active member of the NIS SHE Committee (minute taker and action tracker).
- ✓ To undertake inductions, escorting sub-contractors on site to ensure that NIS Safety, Health & Environmental requirements are met.
- ✓ To assist and support with driving continuous improvement of housekeeping standards ensuring the 5S process is fully embedded and adhered to.
- ✓ To assist and support with and undertake relevant routine Health, Safety & Environmental checks as required across the business.
- ✓ To research Safety, Health and Environmental Issues and best practices and review updates of health and safety regulations using outputs of the research to inform and monitor legal compliance and maintenance of the legal registers.
- ✓ Assist and support in the delivery of SHE toolbox talks.
- ✓ To assist and support with compiling the annual ROSPA award application.

General

- ✓ To assist and support in the development and continuously improvement of:
 - SHE processes and procedures.
 - Risk Assessment (task specific and generic).



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Additional Tasks

- ✓ Carry out such other tasks within the job holder's capability as requested.

Reporting relationships

Reports to: SHE Manager

Reportees: N/A

Key interfaces: Head of Assurance & Business Change
Continuous Improvement Manager
Production Manager
Assurance Manager
Assurance and Business Change Apprentice

Standards

- ✓ To assist with delivering the company Vision, Mission and Values. Compliance with company processes, procedures, policies, legislation and regulation.
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.
- ✓ Maintain respectful communications with Clients, Contractors and Employees, leading by example.

Experience and qualifications

Qualifications	Essential	Desirable
NEBOSH General Certificate in Occupational Health and Safety - working towards.	✓	
IOSH Managing Safely - working towards.	✓	
Technical Member of the Institute of Occupational Safety and Health (IOSH) - working towards	✓	
Institute of Environmental Management and Assessment (IEMA) at Affiliate level - working towards.	✓	

Experience & Knowledge	Essential	Desirable
An interest in and/or knowledge of highly regulated industries such as Engineering, Nuclear, Defence and Construction.	✓	
An interest in and/or knowledge of working in a Manufacturing Environment	✓	
Experience of using IT Systems (word/excel/power-point as a minimum)	✓	



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Skills & Abilities (you will gain as part of your Apprenticeship)	Essential	Desirable
Communicate effectively: Be able to contribute effectively in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way.	✓	
Work effectively in a team: Be able to work with others (colleagues, suppliers, clients and the public) and lead by example in a collaborative and non-confrontational way.	✓	
Apply the code of ethics: Work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Be able to resist pressures to allow others to utilise unsafe working practices.	✓	
Continue their professional development: Identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others when requested.	✓	
Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.	✓	
Other	Essential	Desirable
Flexible approach to working hours	✓	
Excellent time keeping	✓	

Security clearance

If not already cleared, candidates should be willing to undertake appropriate level of clearance.

Closing date for applications is 4th May 2021

If you wish to apply for this vacancy, please ensure you have read the full Job Description and Person Specification which is available from HR, and then submit an expression of interest via email:

HR@nisltd.com.

