

JOB VACANCY: HSEQ ADVISOR

We have an exciting new job opportunity for an HSEQ Advisor. You will be working to support the Group HSEQ Manager and ensure compliance with health, safety, environment and quality awareness and adherence with the standards ISO 9001, 14001, 45001, CMS & End of Waste by completing internal integrated audits against our systems and processes at all Group sites. The HSEQ Advisor will share good practice across the Group on health, safety, environment and quality matters and disseminate information as appropriate. You will be working in collaboration with the Senior Management Team to put in place effective arrangements for the planning, organisation, control, monitoring and review of health, safety, environment and quality measures in the workplace, ensuring that such arrangements are recorded.

The post holder will have the ability to act as a role model and to motivate others whilst operating in a challenging and dynamic environment; being commercially aware and be able to collaborate with relevant industry experts to ensure the Company meets its legal obligations for Health, Safety, Environment and Quality standards and remains compliant; to lead by example, and implement industry related best practice.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES: JOB SPECIFIC DUTIES

- Accountable for delivering the internal auditing programme across all Group sites.
- Regular site visits to all Group sites to ensure that all Health, Safety, Environment and Quality procedures are being followed, prepare internal reports and action plans to advance HSEQ standards across the Group.
- Advising relevant site personnel on the completion of risk assessments for all relevant activities within the Company, signposting to all procedures/forms/guidance on IMS.
- Conduct regular site inspections and meetings with safety and environment representatives.
- Report findings/outcomes and remedial action on the ASSURE system.
- Advise on specialist areas, eg. fire regulations, hazardous substances, noise, heat, vibrations, machinery safeguarding, occupational diseases etc. as required.
- Assist the Site Manager as required with any enforcing authority, ie HSE, Fire and Rescue, Environment Agency, on inspections, investigations, prosecutions etc.
- Provide advice and support to all personnel to ensure compliance with relevant procedures.
- Support relevant personnel on Health and Safety investigations.
- To ensure compliance for issue of PPE, advising as appropriate for the needs of varying company roles.
- Working with the HSEQ team and the Marketing and Internal Communications Manager to ensure effective communication with all personnel by using a range of communication media e.g. health and safety display board, IMS, signage, poster campaigns, leaflets, tool box talks etc, to ensure that all stakeholders are kept up to date with health, safety, environmental and quality matters.

- Take an active part in HSEQ meetings both at site level and Group level.
- Prepare reports and KPIs as required.

KEY RESPONSIBILITIES: GENERAL DUTIES

- Reporting regularly to the Group HSEQ Manager on all relevant matters.
- Attendance at and travel to all Group sites as required.
- To carry out any additional duties that may be reasonably requested from time to time.
- Compliance with Company policies, procedures and quality standards as defined on the Integrated Management system (IMS) and the post holder's terms and particulars of employment.
- Promote positive safety culture to all stakeholders and customers.

PERSON SPECIFICATION

- **Experience** - At least 3 years' experience within a full time Health and Safety role with a NEBOSH certificate or similar and at least 1 years' experience of environmental responsibilities. You must be able to demonstrate continual professional development too.
- **Knowledge** - Have an excellent understanding of health, safety and environmental legislation and extensive working knowledge of the ISO 9001, 45001 and 14001 standards.
- **Teamwork** - You must demonstrate excellent interpersonal skills to be able to interact with individuals at all levels, both internally and externally. A strong team player with the ability to enable a strong health and safety culture in the workplace.
- **Communication skills** - You will have the ability to challenge others in a constructive manner and negotiate with peers to influence decisions or ways of working.
- **Delivery** - you will need to engage all employees to ensure the application of the safe working practices and adherence to our IMS.
- **Leadership** - you will be working with the Group HSEQ Manager and other senior managers to deliver the HSEQ strategy and objectives across the Group. As such, you must be able to effectively champion decisions in Health, Safety and the environment.
- **Industry knowledge** -you must be aware of legislation changes affecting our industry and support the team to ensure that changes to our legal register are timely and made proactively so we are fully compliant at all times.
- **Honest and Trustworthy** - Strong sense of ethical and professional behaviour ensuring confidentiality with sensitive and personal information.

KEY COMPETENCIES

- A strong, clear, effective communicator; in person, in writing and on the telephone.
- Pragmatic problem solving approach with excellent attention to detail.
- The ability to identify cost effective solutions and make recommendations to the Senior Management Team.
- Excellent time management and organisational skills.
- Ability to maintain comprehensive records for audit and inspection.
- Ability to interpret and apply safety legislation and policy in order to meet the needs of the business.
- Ability to respond pragmatically and flexibly to change.
- Ability to work under pressure and meet deadlines.

ESSENTIAL SKILLS:

- Recognised professional qualification; minimum NEBOSH General Certificate (or similar) Internal Auditing experience.
- Proven leadership and management experience.
- Demonstrable experience within a similar role and environment.
- Evidence of CPD (Continuing Professional Development).
- Knowledge and experience of ISO 9001, 14001 & 45001 standard.
- Full clean driving licence.
- Ability to interpret and effectively communicate Health, Safety and Environmental legislation/ training, orally and in writing, to a wide and varied audience.
- IT literate with the ability to use a range of job specific packages, including Microsoft Office suite.

DESIRABLE SKILLS:

- Knowledge and working experience in a similar industry/environment.
- Membership of a relevant accredited professional organisation, ie IOSH.
- First Aid qualification.

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:

HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: JUNE 2024.

NO AGENCIES PLEASE.