

F226 - Job Description – Green Frog Connect Ltd

Job Title: SHEQ Advisor
Reports to: Head of SHEQ
Based at: The Hive, Weston-Super-Mare with regular UK travel

Job Purpose:

The purpose of the role is to provide general SHEQ support to the Head of SHEQ. The role will largely involve carrying out site inspections and audits as well as administrative tasks and preparing site and company documentation. There may also be a considerable amount of data entry / data management associated with this role. This role will involve building positive relationships with a range of stakeholders as well as assisting to influence others to adopt a positive health, safety and environmental culture.

Key Responsibilities and Accountabilities:

- Carry out Site Audits and Inspections.
- Provide an Advisory service to all employees and subcontractors as required.
- Assist with the programming and coordination of third party audits and surveillance visits
- Assist during external audits by demonstrating controls and compliance with company procedures and client requirements.
- Assisting with the updating of company Policies, Procedures and Forms.
- Updating the company Management Programme.
- Requesting and reviewing Subcontractor documentation.
- Assisting with the compiling of Construction Phase Plans and other health and safety documents.
- Assisting the Head of SHEQ and other senior Managers with compiling Health and Safety Reports and Bulletins.
- Logging Near Misses, Incidents and Accidents and assisting with monitoring of resulting actions.
- Carrying out some Health and Safety related meetings and circulating information.
- Maintain various registers and filing systems to ensure ready retrieval of information on request.
- Collate and prepare statistical data in the agreed formats.
- Identify and assist with staff training course requirements and maintaining training records
- Assisting the Head of SHEQ with the set up and migration of data into automated systems for ongoing process improvements.
- Assist with the induction of new employees and contractors as required.

Relevant Experience:

- Candidates should have a minimum of NEBOSH General / Construction Certificate
- Relevant work experience of working in a Health and Safety related role, ideally, but not limited to the power generation and distribution sector or another construction related industry.
- Knowledge of the ISO 9001, 14001 and 45001 standards
- Computer literate with the ability to complete records accurately using Microsoft Office suite in particular Excel and Word and other SHEQ Software.
- Good verbal communication skills.
- Develop internal and external relationships ensuring compliance with requirements.
- Proactive flexible approach to maintaining and continually improving the company profile
- Full UK driving licence.