

**H & S ADVISER
JOB DESCRIPTION**

The Right HR solution for you ...

HRSolutions (GB) Limited

Solving YOUR HR and Payroll needs



January 2018

JOB TITLE: Health & Safety Adviser	
REPORTS TO: Sarah Subden – Director	
1.	PURPOSE OF JOB: To assist the team in the provision of H & S smooth and efficient services to our clients. Including:- <ol style="list-style-type: none">1. To work with the Directors in ensuring efficient H & S services to Clients.2. To provide health and safety assistance to clients to help minimise the risks of injury/ill health and secure compliance with statutory provisions.3. To undertake H & S work within the Company under the direction of the Directors.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES <ol style="list-style-type: none">1. To pro-actively provide and carrying out health and safety audits/inspections and investigations and producing reports for Clients.2. Identifying the need for improved risk control measures.3. Providing H & S advice and guidance to Clients.4. Promoting and supporting the improvement of risk control measures.5. Promoting and developing health and safety awareness and positive health and safety cultures.6. Establishing and maintaining productive working relationships with Clients.

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7. Contributing to the development of advisory and model documents.
8. Reviewing and developing H & S policies and procedure manuals.
9. Identifying H & S training needs and preparing/delivering presentations and training courses to Clients.
10. To work within the Company published timescales.
11. To manage the Client H & S service in line with the agreed terms of the Client service contract.
12. To liaise with and give appropriate information to clients as and when required.
13. To assist in the compilation of such reports and records, and assessment of data as may be required by the Company.
14. To advise the Company with regards to updating the Company website H & S section.
15. To use computerised systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation.
16. To complete as necessary such reports and returns as may be required by our clients and/or your Line Manager.
17. To assist in the production of the Client newsletter.
18. Produce and issue up to date H & S alerts to Clients as and when required.
19. Keep Clients up to date re HSE current regulations and guidance.
20. To liaise with the wider HR Solutions team as and when required.
21. To comply with all data protection requirements with regards to the access and dissemination of personal data.
22. To attend meetings, take notes/formal minutes as required and report back to the Directors as appropriate.

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	<p>23. Making tea, coffee etc. as and when required and ensure that the kitchen area remains clean and tidy.</p> <p>24. Such other duties as may be determined from time to time within the general scope of the post;</p> <p>25. The job description will be reviewed as and when required.</p>
<p>3.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>Qualifications and Experience Member of IOSH NEBOSH diploma or equivalent 2 to 3 years experience of working full time as a health and safety advisor.</p> <p>Knowledge Knowledge of the principles of UK Health and Safety regulations and civil law duties of care. Detailed up-to-date knowledge of general safety law and safety management GCSE (<i>or equivalent</i>) in English and Mathematics essential Grade C or above Good Keyboard skills. Computer literate in Microsoft Office. Ability to meet deadlines. Ability to communicate effectively at all levels within an organisation. General Office experience. Being able to work as part of a team.</p> <p>Desirable Knowledge of school administration. Full Driving Licence. Knowledge of payroll systems. Experience of working in a client focused environment.</p>

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4.	GENERAL		
Other Duties			
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.			
Health and Safety			
The postholder is required to carry out the duties with due regard for the Health and Safety policies and procedures.			
	Name:	Signature:	Date:
Job Description written by: Director
Job Description agreed by: Post Holder