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| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF31 | V2 | Role Profile –SHE Advisor | 0305/2023 | Vs1-reporting title name | M T STEELE | K REID |

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| **Role Profile and Person Specification** | | | | | | | | | | | | | | | | |
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| **Job title:** | SHE Advisor | | | | | | | | **Location(s):** | | | Produce | | | | |
| **Reports to:** | General Manager | | | | | **Function:** | | | Operations | | | **Grade:** | | | | Choose |
| **Leader of:** | N/A | | | | | | | | | | | **Hay Level** | | | | 13 |
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| **Position Summary** | | | | | | | | | | | | | | | | |
| **Key duties - briefly outline the main focus areas for this role:** | | | | | | | | | | | | | | | | |
| * Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times. * Undertake SHE audits to validate KPI’s set with key stakeholders are maintained to both internal / external metric’s and full compliance is adhered to , Presenting findings and recommendations for improvements and any requirement to change of procedures or legislation. * Ensure IPL maintain full accreditations to both internal and external SHE standards and initate with POM, clear strategies to cascade to key stakeholders, which continuous improvement towards ‘world class’ standards * Maintain database entries for all accidents and near misses, adequately identifying and highlighting where necessary the actions required for preventing re-occurrence; this includes the accurate maintenance of accident reports * Maintain the site risk assessment system to ensure the business has a visibility of all risk assessment requirements, prioritising planning and delivering training including the setting of site specific KPI’s. * Maintain and update the site specific SHE policies and procedures and communicate with key stakeholders. * Support appropriate levels of reporting and communication across the business to ensure everyone is fully informed of any relevant information to SHE safety standards * Support the First Aid provision for the site to meet with legal requirements for cover and training * Ensure all key stakeholders are appropriately trained to complete accident investigations in timely manner set down through agreed KPI’s and assist stakeholders in accident investigations and lead investigation in high potential incidents/accidents * Maintain change control database to ensure all site changes are documented and able to be audited to external validations * Provide consultative information and advice on the preparation and writing of SOP’s and documents, utilising best practice to industry leading standards * Provide consultative information and advice on SHE to all key stakeholders * Implement and co-ordinate initiatives that reduce the risk of accidents and incidents through effective communications, campaigns and best practice * Engage with training co-ordinator to deliver compliance training to most up to date standards * Monitor adherence to SHE standards, reporting back to the POM and senior team to ensure corrective actions are taken to address all non-conformance in a timely manner * Manage and co ordinate all external SHE related audits   **Location specific duties:**  **Westry**   * To provide relevant advice appertaining to IPL Safety, Health and Environmental (SHE) Policy, Legislation and Best Practice as set. * To identify suitable and sufficient SHE training advice and recommend suitable training resource. * To proactively develop and encourage a positive culture towards Health, Safety and Environmental welfare of all colleagues through education, communication and monitoring * To project a professional image at all times and proactively encourage continuous improvement in all aspects of Health, Safety and Environmental through leading by example. | | | | | | | | | | | | | | | | |
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| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | | | | | | | |
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| **Finance:** | | Site specific H&S budget including external audits. | | | | | | | | | | | | Sole | | |
| **Technical:** | | Adhere to all site Technical policies and procedures. | | | | | | | | | | | | Joint | | |
| **People:** | | Work proactively as a team and is supportive and co-operative.  Assists in development of colleague’s behaviours to deliver the corporate behavioural cultures required of a world class business.  Demonstrate behaviours that fit the Company STEP values.  Project a professional image and lead by example at all times. | | | | | | | | | | | | Joint | | |
| **Compliance/H&S:** | | Ensure all colleagues including visitors follow Company Health and Safety / food safety policies and procedures.  Ensure that colleagues including visitors do not carry out activities that could harm themselves or the environment. | | | | | | | | | | | | Joint | | |
| **Commercial:** | | N/A | | | | | | | | | | | |  | | |
| **Operations:** | | Identify suitable and sufficient SHE / Food safety training advice and recommend training resource.  Proactively encourage continuous improvement and seek ways to improve behavioural performance. Ensure that policies procedures are reviewed and any updates are communicated fully to the site. | | | | | | | | | | | | Joint | | |
| **Legal:** | | Ensure site targets / metrics are reviewed and up to date to ensure compliance to external validations to H&S / Food safety standards. | | | | | | | | | | | | Sole | | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | | | | | | | |
| **Person Specification** | | | | | | | | | | | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | | | | | | | | | | | |
| **Essential:**  NEBOSH qualified  First Aid Trained  Internal H&S / Food safety auditing trained  HACCAP for food manufacturing trained | | | | | | | | | |  | | | |  | | | |
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| **Desirable:**  3rd party auditor - certified  Train the trainer – certified | | | | | | | | | |  | | | |  | | | |
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| **Experience Required** | | |  | | | | | | | | | | | **Assessed by** | | | |
| **Essential:**  Experience of key MS Office applications  Previous experience in a similar role  Food industry experience | | | | | | | | | |  | | | |  | | | |
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| **Desirable:**  Experience of and ability to work within a multi-functional FMCG environment | | | | | | | | | |  | | | |  | | | |
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| **Particular Aptitude/Skill Required** | | | | | | | | | | | | | | | **Assessed by** | | |
| **Essential:**  Excellent communication skills – written and verbal  Able to organise and prioritise own workload  Ability to engage and maintain relationships with key stakeholders  Culturally demonstrates what a “good job” looks like through excellent standards and controls | | | | | | | | | |  | | | |  | | | |
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| **Desirable:** | | | | | | | | | |  | | | |  | | | |
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**Assessment key**

**Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**