

## **HSE Advisor**

### **Responsibilities & Duties**

- Positive engagement with staff across all levels of the company, supply chain partners and stakeholders, promoting an effective EHS management system and a culture of continuous improvement.
- Engage with external organisations including enforcing authorities and client representatives.
- Ensure the Company meets its statutory obligations in all areas pertaining to Environmental, Health and Safety matter, including statutory training and reporting.
- Assist with the review and further development of EHS documentation including Construction Phase H&S Plans, Risk Assessments, Method Statements, permit procedures, temporary works and statutory documentation.
- Assist with the review, further development and implementation of EHS policies, procedures and initiatives.
- Provide training, coaching and support to staff on Health and Safety policies, procedures, best practice and legal requirements, ensuring fairness and consistency.
- Investigate and address EHS issues and incidents in a thorough, impartial and professional manner with the objective of establishing facts and learning outcomes so that key points may be shared with relevant personnel for the betterment of overall EHS performance.
- Escalate relevant issues and incidents to the H&S Manager and Company Directors in a timely manner.
- Conduct periodic site EHS inspections and audits, developing action plans and ensuring those action plans are seen through to completion within the required timeframe.
- Assist with the administration, and maintenance of up to date and accurate Health and Safety/ Training electronic records and manual files.
- Prepare and deliver structured EHS training and shorter EHS updates across all levels of the company.
- Identify, analyse, understand and report on trends which effect the management of company EHS.
- Keep up to date with relevant H&S Legislation, Industry Codes of Practice and wider industry development.
- Assist with maintaining relevant 3rd party accreditations and gaining compliance with new standards according to business objectives.
- Chair and/or attend regular internal & external EHS meetings.
- Any other reasonable duties which may be required by management from time to time.
- This list is not exhaustive.

### **Qualifications & Experience**

- Nebosh/IOSH
- 2/3 years' experience within similar role
- Experience within the Construction Sector
- Exceptional organisational and time management skills
- Excellent Communication skills
- High degree of familiarity with IT systems including MS Office applications
- Compiling comprehensive reports with a high standard of professionalism

### **Location**

- Dublin area

