



Job Description

<u>Role Title</u>	Health and Safety Advisor		
<u>Business Group</u>	COO, HSSEQ		
<u>Job Family</u>	Corporate Governance, Health and Safety		
<u>Job Purpose</u>	Deliver Health & Safety (H&S) training, policies, procedure, management information (MI) and governance, and support risk management activities.		
<u>Organisation Chart</u>	<p style="text-align: center;">D6 Head of Operational Health & Safety - C5 Health and Safety Manager - C4 Senior Health & Safety Advisor - B3 Health & Safety Advisor - A2 Health & Safety Support Officer</p>		
<u>Updated</u>	17/09/2024	<u>Grade</u>	B3

KEY ACCOUNTABILITIES

- Guide Corporate Groups in meeting statutory and policy compliance and support teams in the setting and delivery of health and safety targets.
- Lead near miss programme across Corporate Groups, advising on reporting prevention and remedial action to improve the performance of the programme to agreed Key Performance Indicators (KPIs).
- Provide health and safety coaching for supervisors and teams within Corporate Groups.
- Develop, deliver and maintain the recording, communication and reporting of FCDO Services health and safety performance information. Analyse FCDO Services health and safety performance information, providing recommendations to reduce loss and injury, and improved safety risk management.
- Support accident and incident investigation.
- Develop and maintain FCDO Services health and safety audit programmes and records and FCDO Services H&S statutory inspections, enabling teams to undertake effective inspections and analysing results and identify and facilitate remedial actions.
- Manage and maintain the FCDO Services H&S Governance processes and networks.
- Manage the FCDO Services Health and Safety MI reporting tools.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

- NEBOSH General Certificate in Occupational Health and Safety or equivalent, or working towards (completion within two years of appointment)
- Member of a relevant professional body
- Experience of managing, analysing and reporting of health and safety performance information and providing innovative solutions to safety issues in challenging environments
- Experience of developing easy to follow guidance

Desirable:

- Experience of health and safety across an international platform
- Experience of audit
- Experience of statutory compliance inspections
- Delivery of training

CIVIL SERVICE BEHAVIOURS

Top three for job:

- Seeing the Big Picture
- Working Together
- Managing a Quality Service

SUCCESS INDICATORS

Success measured and evidenced by:

- Risk identification, assessment, and management.
- Cohesive FCDO Services standards and provision.
- Compliant and safe operations.
- Effective stakeholder management and positive engagement with health and safety.

<u>Budget and Authority</u>	None
<u>Reports to:</u> (Role Title and Grade)	C4 Senior Health & Safety Advisor
<u>Direct Reports:</u> (Number and grades of staff)	None