


<b>HSEQ Advisor</b>			
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### **Job Description**

<b>Department/location:</b>	HSEQ Dept/Honiton
<b>Hours of work:</b>	Monday-Friday 0830-1700
<b>Reports to:</b>	
<b>Holiday:</b>	25 days + 8 bank holidays
<b>Other benefits:</b>	Bonus scheme, pension scheme, life insurance, private healthcare, company sick pay

### **General:**

The role of the HSEQ Advisor is to support Augean and Future Industrial Services (FIS) employees to maintain high standards of safety, general health and environmental compliance.

### **Main Duties:**

- To assist HSEQ inspections and audit against IMS procedures for the business.
- To assist external auditors and helping Augean/FIS to maintain required certification and accreditation.
- To assist in the development of safety and compliance competency of operational teams.
- Assist with close-out of HSEQ queries from both internal (i.e. Augean/FIS) and external (i.e. stakeholder) sources.
- Assist in proactive management of regulatory issues and the preparation of effective and timely responses to regulatory queries and inspections.
- Assist with onsite training and toolbox talks to Augean/FIS staff, contractors and customers as required.
- Assist with reporting on daily incident reporting identifying unsafe acts and conditions and safe acts / good practice for health and safety, environmental and quality issues.
- Provide support to development of risk assessment, method statements, procedures and permit application supporting documentation.
- Conduct regular HSEQ checks and tests for the business e.g. fire alarms, emergency lighting, first aid kits and emergency response drills.
- Assist with delivering HSEQ campaign programmes.
- Ensure internal stakeholders are kept informed of upcoming and new requirements.
- To undertake all duties with due regard to health, safety and environment.
- Use site visits to gather and promote best practice across the Group.
- Uphold and demonstrate the company values and behaviours at all times and actively promote these with Group colleagues, with customers and with external stakeholders.
- Support the generation, maintenance and accurate reporting of HSEQ statistics and data.


### **General H&S Responsibilities:**

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

### **Other General Responsibilities:**

- Maintain the physical security of FIS equipment in your possession along with any goods transported in accordance with Company Security policies.

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- Maintain the security and confidentiality of Company information and data in accordance with Company IT Security and Data Protection policies.
- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

### Person Specification

Qualifications/Training	E / D*	How assessed***
NEBOSH L3 General Certificate in Occupational H&S or working towards	E**	
Environmental Awareness training	E**	
Car driving licence valid for the UK to travel to other sites	E	
<b>Experience</b>		
Experience of working in a H&S or HSEQ role	E	
Experience of working in the waste industry or industrial services	D	
<b>Specific Post Knowledge/Skills</b>		
Good working knowledge of MS Office applications especially Word, Excel, Outlook and PowerPoint	E	
Good working knowledge of H&S legislation	E	
Good working knowledge of environmental legislation	E**	
Good working knowledge of ISO standards 90001, 14001, 45001	E**	
<b>Personal Characteristics</b>		
Has a positive approach to all things HSEQ, contributing to a safety culture across the business	E	
Good standard of written and spoken English for emails, reports, toolbox talks etc	E	
High level of integrity and dependability	E	
Able to work as part of a team or independently	E	
Strong problem solving skills with the ability to draw meaningful conclusions from data to make recommendations for improvement	E	
Professional approach to work and able to work confidentially	E	

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV; Interview; Presentation; Practical Assessment