

# Quadriga Health & Safety Ltd

## Job Specification

<b>Job Title:</b>	Senior Health & Safety Consultant
<b>Report To:</b>	Director
<b>Date Created:</b>	Sept 2015
<b>Job Location:</b>	Based at Company offices in Reading but work involves travel to client locations in the UK and occasionally overseas
<b>Overall Role:</b>	This role provides health and safety consultancy support to clients of the Company who either have an ongoing support arrangement with the Company or have requested health and safety project or training work. Visiting prospective clients to discuss their need for health and safety work is also included.

### Key Responsibilities

#### 1.0 Advice and Support to Clients on health and safety matters

- Provide health and safety support and consultancy services to client companies and managers, including fire safety advice in relation to life safety and means of escape, seeking support and specialist advice from colleagues and the Director as necessary.
- Produce written reports and guidance to client companies on health and safety issues, including the production of statutory documents such as risk assessments and health and safety policies.
- Undertake health and safety audits of client activities and premises and produce reports arising from such audits with practical advice on actions that need to be taken.

#### 2.0 Communication & Training

- Identifying health and safety training needs within client companies and where required preparing or assisting in the preparation of health and safety training to managers of client organisations or employees.
- Delivering health and safety training to client organisations as required.
- Assisting in the development and delivery of internal health and safety training for professional development of health and safety consultants or the health and safety training needs of Company employees.
- Undertaking internal health and safety audits and producing risk assessments for Company activities as required.

#### 3.0 Incident Management

- Undertake follow-up and investigation of incidents (accidents, dangerous incidents, near misses etc.) with line managers of client companies on request.
- Provide advice to client companies on the reporting requirements to the Enforcement Authority under RIDDOR.
- Contactable exceptionally in an emergency outside working hours in order to provide client advice

#### 4.0 Client Management and Commercial Agreements

- Agree with existing or prospective clients the broad commercial arrangements and time involvement of work required within agreed parameters set by the Company and the Director.
- Prepare outline written agreements for such work using standard company proformas for agreement by the Managing Director.

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- Manage the ongoing commercial and competent person relationship with allocated clients under the supervision of the Director, including identifying that client needs have been met and key health and safety risks in the client business have been identified and recommendations made to the client.
- Supporting the Director and the Managing Director in the management of the client relationship with larger clients as necessary.
- Support to the Director in producing internally or externally used health and safety management and auditing systems.

### 5.0 Professional Development

- To review and maintain own professional development needs in line with professional and IOSH CPD requirements.
- To contribute to the professional support of colleagues.
- To contribute to the identification of new professional development needs to of Company consultants.

### Key Contacts

- Health and safety specialists and corporately appointed consultants.
- Senior managers and Heads of Departments within work location.
- External authorities e.g. HSE, Local Authority, Fire Authority.

### Person Specification

#### Academic Qualifications

- Preferably Degree qualified in relevant discipline

#### Technical/Professional Qualifications

- CMIOSH standard

#### Job Knowledge Required

- Broad based health and safety practitioner knowledge and knowledge of health and safety legal requirements other than in specialist areas such as offshore, oil, railways or nuclear industry
- At least three years experience in health and safety practitioner role in commerce or industry
- Experience of dealings with enforcement authorities.
- Dedicated self starter willing to be flexible and work without continuous supervision

### Job Skills Required

- Excellent interpersonal skills
- Ability to influence managers and present the case for improvements
- Ability to produce reports using software packages, in particular Microsoft Office and PowerPoint
- Ability to prepare and deliver presentations (experience desirable)
- Excellent written and verbal communication skills
- Ability to recognise the limits of their knowledge and experience and to research and seek further professional advice when necessary
- Project management skills

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### Personal Circumstances

<b>Overnight Stays</b>	Yes (not routinely but for some client work)
<b>Non-Standard Hours</b>	Yes (If required by client needs or Company emergency)

### Key Personal Requirements

- 1 Good written and presentation skills
- 2 Committed to the goals and success of the Company and willing to support others
- 3 Approachable person who exhibits determination and tenacity
- 4 Pragmatic and proactive approach to role
- 5 Enthusiastic and dedicated to the role
- 6 Ability to liaise and influence at all levels of the organisation
- 7 Team player with the ability to recognise circumstances where there are limitations of knowledge and experience and seek advice from other health and safety professionals
- 8 Willingness and aptitude to learn and take on new challenges and professional development
- 9 Professional approach to role