

Job Description

Job title	HSE Advisor – Property Services
Profession	Legal, Governance & Risk
Band	E
Directorate	CPTO (HSE Assurance and Workplace)
Accountable to	HSE Manager - Region

Job Purpose:

The role will inspire and influence SNG leaders and colleagues towards SNG’s vision of Everyone, Safe and Well (ES&W) and supporting strategy. Generate, promote and help embed a strong safety culture, providing professional, unbiased practical, accurate and clear advice to the business. The role will guide and support stakeholders in interpreting and applying relevant HSE regulatory and organisational standards as required.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by HSE Manager - Region, this role will deliver professional expertise to provide specialist HSE advice across Property Services Localities Operations, including the respective Customer and Neighbourhood Localities. The role will work according to SNG’s ES&W principles, safety management system and relevant regulatory requirements.

Key Accountabilities:

- Build strong professional working relationships with key stakeholders across Property Services, delivering subject matter expertise on HSE. Provide competent expert coaching, advice, and guidance, working in collaboration to drive continuous improvement.
- Coach and promote visible safety leadership, harnessing the core and latest concepts in safety management & safety science; lead and implement initiatives to establish a strong safety mindset.
- Conduct safety visits in the field including offices, residential properties and development sites, providing guidance to front line colleagues and Managers, leading by example and recommending good practice and areas for improvement.
- Provide support and expert advice to internal stakeholders across a variety of occupational Health hazards and conduct in field monitoring within localities region.
- Promote good environmental operational awareness and working practices within the organisation.

- Engage with stakeholders to explain applicable policies, procedures, and other HSE documents to key stakeholders, ensuring thorough understanding and clarity of application.
- Lead, support, and guide the incident management process, providing technical expertise in reporting and root cause analysis, identifying systemic learnings, and preventative measures for continuous improvements.
- Lead, guide and coach line managers on the risk assessment process, providing technical expertise in hazard identification, risk assessment and the design of suitable and sufficient controls.
- Deliver HSE induction training to engage new colleagues in SNG's ESaW vision.
- Key focal point for initial HSE management enquiries, taking ownership through to completion.
- Liaise on HSE for external stakeholder engagement including evaluations as part of relevant tender processes.
- Undertake DSE assessments as part of the DSE process for reasonable adjustments.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Significant experience in HSE roles.
- NEBOSH National General Certificate.
- Ability to work well within a team and contribute to harmonious team dynamics.
- Excellent communication, analytical and critical evaluation skills.
- Willingness to travel frequently within identified areas to support Directorate.
- NEBOSH RCA training or equivalent.

Desirable

- NEBOSH Construction Certificate.

- Working towards IOSH Level 5/6 Diploma or equivalent in Occupational Health and Safety Management.
- DSE Assessor.
- Occupational Health monitoring experience.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4422	Jo Taylor	19/06/2024	
2.0	4422	Jo Taylor	06/12/2024	