



TRINITY HOUSE

## ROLE PROFILE

### HEALTH & SAFETY MANAGER

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#### JOB PURPOSE

To support, promote and maintain a safe and healthy work environment for all employees, visitors, and contractors. To set the standards of safe working practises, worksite safety and lead the organisation towards a more sustainable, environmentally responsible future, by developing and implementing effective sustainability strategies.

<b>KEY RESPONSIBILITIES</b>	<b>Health, safety and environmental policy and deployment</b>	<ul style="list-style-type: none"><li>▪ Review the corporate health &amp; safety policy statement; develop corporate and strategic health &amp; safety improvement objectives as required.</li><li>▪ Continually improve the Safety Management System to meet ISO 45001 and ISO 14001 accreditation requirements.</li><li>▪ Work with the Audit and Performance Manager to ensure that the Management System maintains the highest standards in occupational health and safety and Environment.</li><li>▪ Work with the Marine department to assist with the maintenance and management of the marine manual.</li><li>▪ Support individual managers in the performance of their HSE duties and the implementation of the HSE policies.</li><li>▪ Revise policies and procedures to ensure compliance with HSE legislation and best practice.</li><li>▪ Work with GLA partners through IGC8 to coordinate HSE improvements and share best practice across the GLAs.</li></ul>
	<b>Monitoring and reporting</b>	<ul style="list-style-type: none"><li>▪ Provide regular HSE performance management reports.</li><li>▪ Provide support and advice to safety representatives and safety committees.</li><li>▪ Promptly investigate all safety related accidents, incidents and near misses conducting root cause analysis, trend analysis and corrective/preventative actions where applicable.</li></ul>

	<b>Health &amp; Safety advice and support</b>	<ul style="list-style-type: none"> <li>▪ Support project engineers and designers on health &amp; safety design matters ensuring compliance with relevant standards as applicable.</li> <li>▪ Provide advice, instruction and training on health, safety and relevant environmental matters to all managers and employees.</li> </ul>
	<b>Audits and inspections</b>	<ul style="list-style-type: none"> <li>▪ Undertake HSE audits and inspections and accident and near-miss investigations.</li> <li>▪ Provide legislative and regulatory assistance along with governance and specialised advice on all issues associated with HSE.</li> <li>▪ Ensure compliance with all HSE legislation ashore and afloat and the compilation and retention of the necessary documentation.</li> </ul>
	<b>Health &amp; Safety culture</b>	<ul style="list-style-type: none"> <li>▪ Engage directors and senior managers in the management of HSE to ensure they are aware of their obligations and are briefed on key issues.</li> <li>▪ Identify HSE training, in liaison with People Services and senior managers, to meet legislative requirements and business needs.</li> <li>▪ Promote a proactive and planned approach to accident prevention, safety training and safe working practices.</li> <li>▪ Ensure that all new employees are aware of HSE responsibilities.</li> </ul>
	<b>Budget management</b>	<ul style="list-style-type: none"> <li>▪ Responsible for the compilation and day to day management of the HSE budget and submission of periodic reports on expenditure against budget.</li> </ul>
	<b>General</b>	<ul style="list-style-type: none"> <li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.</li> </ul>
	<b>Functional leadership</b>	<ul style="list-style-type: none"> <li>▪ Effectively lead and manage direct reports.</li> <li>▪ Act as a mentor and source of expertise for direct reports/team members.</li> <li>▪ Ensure health, safety, environmental and quality management procedural requirements are met.</li> </ul>
<b>ENTRY REQUIREMENTS</b>	<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience in a dedicated HSE role.</li> <li>▪ Expert knowledge of, and experience of interpreting, legislation.</li> <li>▪ Trained auditor</li> <li>▪ Budget management</li> <li>▪ People management</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A level 6 qualification in Occupational Health &amp; Safety or equivalent</li> <li>▪ A graduate member of the Institute of Safety and Health (Grad IOSH) or equivalent.</li> <li>▪ Diploma in Environmental management</li> </ul>
	<b>Professional Competencies – IOSH Framework</b>	<ul style="list-style-type: none"> <li>▪ Meet Trinity House behavioural competencies</li> <li>▪ Aligned to Trinity House Values</li> <li>▪ Risk Management</li> </ul>

		<ul style="list-style-type: none"><li>▪ Strategy</li><li>▪ Working with others</li><li>▪ Leadership and management</li><li>▪ Sustainability</li><li>▪ Stakeholder management</li></ul>
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