

STAGE ONE

HSE Advisor



STAGE ONE

You may not have heard of Stage One, but we can guarantee you will have seen our work.

From the set of the TV show The Voice, to the Mercury Music Prize stage and even the 2012 Olympic Cauldron we produce work that is seen all over the world.

We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The HSE Advisor will work to support all areas of the business to comply with Health & Safety statutory obligations and company processes and procedures.

This includes supporting all departments and external parties in relation to the health, safety, and welfare of employees and those who work with the Company.

DETAILS OF THE ROLE

SALARY	Up to £33,500
HOURS OF WORK	Monday – Friday, 07.30 – 16.00, with overtime as required
LOCATION	Based at Tockwith, near York

ABOUT THE ROLE

Reporting to the Health & Safety Manager and working closely with the Production team, the HSE Advisor will support all departments and external parties in relation and health, safety and welfare of employees and those who work with the Company. They will work with all departments across the organisation to identify and manage Health & Safety risks with a solution focused approach. They will be responsible for keeping accurate records and reporting information to the Health & Safety Manager and H&S Committee in order to support decision making.

Key Responsibilities

Health & Safety Systems & Procedures

- Support all Directors, Managers and Supervisors regarding their Health & Safety responsibilities and those of their teams
- Liaise closely with third party contracted services/consultants and manage any resulting actions
- Manage internal and external plant checks/inspections; profile resulting actions
- Maintain and manage a system of review for controlled EHS documentation
- Maintain EHS actions logs, engaging with stakeholders and proactively seeking update
- Input, track and oversee all departmental transactions through company PO system
- Identify opportunities for continuous improvement

ABOUT THE ROLE

Key Responsibilities:

Communication

- To act as a conduit in conveying key EHS information both up and down to those at the front end by attending departmental meetings and being a key contributor to those discussions
- To support and communicate with Directors, Managers, Supervisors and Employees to ensure they are aware of their responsibilities for Health & Safety through verbal, written and visual communication
- Delivery of toolbox talks directly to the workforce
- Escalate any points of non-compliance to the EHS Manager through reasoned based reporting
- Actively challenge points of non-compliance or observations which could give rise to injury directly

ABOUT THE ROLE

Key Responsibilities:

Risk & Method Statements

- Support all employees and those who work with the Company to ensure that documentation and risk assessments are completed and reviewed at relevant intervals and maintain relevant and accurate records
- To support the Project Management Team with risk and method statements for test builds within the workshop areas
- Undertake technical Risk Assessment and associated documentation for topics such as but not limited to: COSHH, Working at Height, Lifting and Slinging, Construction of Temporary Structures, Mobile Plant, Manual Handling, HAV Exposure

ABOUT THE ROLE

Key Responsibilities:

Housekeeping & Audits

- Conceive, plan and conduct periodic audit/inspection of internal procedures and areas
- Conduct & carry out internal compliance audits of all Company sites; report on findings and manage issue logs through to completion

Training

- To provide induction training to all individuals new to the Company (including employees, agency, freelancers and contractors) on day one of employment
- Work with Directors, Managers and Supervisors to identify Health & Safety training needs across the company and provide coaching and mentoring where required
- Arrange the provision of relevant health and safety training for employees and others who work with the Company as required, including first aid, fire safety, working at height and plant & equipment

ABOUT THE ROLE

Key Responsibilities:

Accidents & Near Misses

- Ensure that accurate records are maintained for all accidents and near misses, providing detailed reports and ensuring outcomes comply with external reporting requirement such as RIDDOR
- To carry out detailed investigations into all accidents and near-miss incidents and to record the finding
- Advise the H&S Manager and Committee of all incidents reportable under RIDDOR

PERSON SPECIFICATION

QUALIFIACATIONS

ESSENTIAL – NEBOSH general certificate or equivalent qualification

KNOWLEDGE

ESSENTIAL – Understand the application of the Health and Safety at Work etc. Act 1974 and other legislation relevant to the Companies business

PERSONAL ATTRIBUTES

ESSENTIAL – Positive attitude to work

ESSENTIAL – Professional in their approach to dealing with issues and employees

ESSENTIAL – Appreciation of confidentiality and discretion

ESSENTIAL – Highly organised and able to work flexibly, under pressure and to tight deadlines

ESSENTIAL – Drive, enthusiasm and commitment

ESSENTIAL – Have a flexible approach to working hours, so these can be arranged to meet needs of the business

ESSENTIAL – Willingness to undertake relevant training as appropriate

ESSENTIAL – Focused on delivering outstanding customer service to internal customers and contractors

PERSON SPECIFICATION

SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES

ESSENTIAL – Previous experience working within a Health and Safety role in a manufacturing or construction business

ESSENTIAL – Strong written & verbal communication skills with attention to detail & methodical approach

ESSENTIAL – Experience of strong teamwork skills across different types of teams

ESSENTIAL – IT literate and a comprehensive understanding of Windows including Word, Excel & Outlook

DESIRABLE – Previous multi-site experience

DESIRABLE – Experience of working with ISO18001/14001/9001



STAGE ONE

INTERESTED?

**IF YOU WOULD LIKE TO APPLY,
PLEASE SEND YOUR CV AND
COVERING LETTER TO
RECRUITMENT@STAGEONE.CO.UK**