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| **Role Title** | HSE Business Partner | **Reports to** | Head of HSE Logistics |
| **Business Unit** | Logistics | **Direct Reports** | None |
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| **PURPOSE** |
| To support the implementation of HSE Management systems and initiatives through a range of engagement and training activities. Liaising with key stakeholders in identifying and supporting the close out of actions to drive improvements in safety and legal compliance.Provide competent H&S support to Site Management Teams, acting as a Business partner to Operational Heads in identifying trends and taking action to raise standards.Act as ambassadors for a Culture of Trust, commitment and learning through the roll out of campaigns and initiatives to raise awareness; whilst ensuring compliance as a minimum standard.Supporting the delivery of HSE training as and when required to ensure the effective roll out of a HSE Capability improvement Programme. |
| **CORE ACCOUNTABILITIES** |
| 1. Develop and maintain good professional cross-functional relationships with internal stakeholders to provide competent support and guidance.
2. Keep HSE best practice, legal knowledge and professional status up to date - Maintain IOSH CPD and provide technical H&S expertise to ensure legal compliance.
3. Complete Support visits with focus on action to improve standards, based on identified incident trends and improvement plans linked to HSE Audits. Including verification of action closure following a non-conformance.
4. Liaise with operational Management teams in the implementation and ongoing monitoring of Group Management Standards and Operational Risk Control Procedures.
5. Attend Management reviews providing focussed HSE Updates on performance and initiatives to continuously improve.
6. Provide internal HSE training on subject matter topics and promote the wider capability improvement programme.
7. Facilitate H&S risk assessments in collaboration with operational teams in ensuring hazards are understood and the most effective control measures are identified to minimise risk.
8. Challenge and coach all colleagues on unsafe acts, systems and procedures in line with the group Behavioural based safety program.
9. Facilitate H&S Focussed site walks and engagement forums in ongoing consultation and participation to drive improvement in safety culture.
10. Facilitate serious accident investigation and Senior Management Reviews, ensuring key learnings from serious accidents and any subsequent changes in process / safe systems of work are effectively communicated. Liaise with insurance claims handling teams as appropriate.
11. Support all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy development.
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Reporting to the Head of HSE in the delivery of Group strategy and tactical plans.Liaising directly Site Management Teams in establishing objectives, target and performance reviews. Ensuring the correct focus and service levels across all operations.Interface with external bodies such as Primary authority, local enforcement officers and insurance providers. |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS** |
| **ESSENTIAL:** Proven record for delivering performance improvements.Experience in implementing HSE Management systemsExperience of delivering presentations and group training sessionsExperience delivering change management through strong stakeholder relationshipsOperational experience**PREFERRED:** Project Management experienceOperational Management Internal audit |
|  **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL:** Graduate level qualifications in an HSE discipline e.g. NEBOSHAffiliate Membership with a Professional body e.g. The Institute of Occupational Safety & HealthTraining qualification**PREFERRED:** IFE Fire Risk Assessor / ManagerCertified Membership with a Professional body e.g. The Institute of Occupational Safety & HealthFoundation level qualification in environmental Management e.g. IEMA |
| **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES** |
| * Ability to build strong working relationships and collaborate effectively
* Highly motivated
* Strong influencing and negotiating skills with a coaching style
* Excellent time management skills
* Good verbal and written communication skills
* Customer service oriented
* Self-motivated
* Ability to work as a team
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