



JOB DESCRIPTION

Job Title:	Health and Safety Consultant
Department:	Consultants
Location:	Based from home with to THSP client sites across the UK. The role will be based and operate predominantly within a designated region. Required Region – M40 / M4 triangle, preferably in the Oxford/Swindon/Reading region.
Responsible to	Consultant Team Leader
Authorities / Accountabilities:	None – this role is a consultant level role and does not hold management responsibilities
Working Environment:	Predominantly within construction and manufacturing environments but also engaging with customers from a wide range of business organisations.
Hours	Working hours are flexible to meet various business demands and customer requirements.
Job Summary:	To provide high quality health, safety and environmental services to company clients in line with THSP objectives.
Key Responsibilities:	<p>In line with THSP procedures complete safety audits of customer workplace and health and safety management systems as required and provide clear, transparent action points and recommendations.</p> <p>Complete robust, clearly defined Health & Safety inspections together with associated reports that are clear, transparent in their recommendations and detail the required corrective actions to be completed.</p> <p>Generate safety reports, plans and further documentation as required.</p> <p>Train people in as many aspects of health and safety as you are competent to do so.</p> <p>Attend and participate within client Health & Safety meetings to provide pro active commercially driven guidance/best practice on all safety management issues.</p> <p>Attend all continual professional development training and meetings as required to network with other THSP consultants thus ensuring best practice safety management techniques are shared and used for the benefit of all THSP clients.</p>



Company
Standards

To have absolute focus on client satisfaction through careful diagnosis of their specific need, attention to quality and achievement of their objectives for the individual project.

To present a professional image to The Health and Safety People's clients at all times by being at the right place, at the right time, smartly dressed, with correct PPE, equipment and documentation.

To report back to your Team Leader to whom you are responsible by phone at least weekly



PERSON SPECIFICATION

Qualifications required

NEBOSH General Certificate or level 3 equivalent

Qualifications Desired

NEBOSH Construction Certificate or level 3 equivalent

NEBOSH Fire Safety Management or equivalent

NEBOSH Environmental Management Certificate or equivalent

NEBOSH Diploma Level 6, NVQ 4/5 in Occupational Safety, degree or equivalent

Professional Memberships

Minimum of Tech IOSH required. Will consider those who have applications for Tech IOSH in progress.

Institute of Fire Safety Managers would be desirable

Knowledge, Experience and Skills

Construction Experience and/or Manufacturing / Engineering Experience

Fire Safety Management / Fire Risk Assessment experience

Proficient skills in Microsoft Office

Must be comfortable working at height or in confined spaces.

Competencies and Behaviours: Communication, Working Together, Time and Resource Management, Customer Focussed, Problem Solving, Change and Continuous Improvement, Leading and Developing Self

Communication

- Communicate clearly and consistently, with tact and diplomacy, both verbally and in writing
- Adapt their communication style to maximise understanding and build credibility with both customers and colleagues;
- Convey complex or sensitive information in a simple manner to inform, advise or guide others;
- Display personal impact and persuasiveness to positively influence and negotiate with others;

Working Together

- Involve others in helping to get the best solutions for our customers providing opportunities to upsell the Company's complete range of services;
- Build and maintain trust and confidence with both customers and colleagues;
- Work together with colleagues creating a sense of team spirit and a "One-Team" approach;
- Maintain a wide range of contacts to draw upon for support and advice as well as frequently giving advice, knowledge, expertise and sharing best practice with others;
- Consistently identifies with whom to share relevant information;

Name: Health and Safety Consultant

Last Reviewed: 01 March 2024



Time and Resource Management

- Follow policies, procedures and written instructions accurately;
- Make the best use of time by proactively seeking work and supporting others;
- Ensure equipment and materials are kept secure and well maintained;

Customer Focussed

- Anticipate and identify the needs of our customers and provide/recommend solutions most appropriate to those needs, working with others where necessary;
- Demonstrate compassion and professionalism when dealing with customers in challenging situations by showing diplomacy and understanding when relaying difficult information.
- Take ownership of problems, resolve issues and escalate where appropriate, ensuring customer expectations are met or exceeded wherever possible;
- Show resilience when dealing with difficult and sensitive circumstances, information and/or customers;

Problem Solving, Change and Continuous Improvement

- Plan and prioritise workloads effectively building flexibility into plans and be quick to respond to changes and problems;
- Understand the reasons for change and the benefits it brings;
- Support a culture of flexibility and responsiveness, responding swiftly to changing priorities and adapting well to changes and new ways of working, talking positively to others about change;
- Challenge ineffective working practices and identify ideas to improve service delivery;
- Capture and process information accurately, checking own work to reduce errors and omissions;
- Encourage and support others to find their own solutions;

Leading

- Inspire others with their passion and enthusiasm for health and safety management;
- Share knowledge with those they work with and act as a mentor in areas of technical specialism

Developing Self

- Actively keeps up to date with changes and good practice;
- Identifies own skills, knowledge and behaviour gaps to inform own development;
- Seek and constructively apply feedback, both positive and negative, to improve performance;
- Commit to continuous personal development;