

## Role Profile

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**Job Title:** Health & Safety Advisor  
**Department:** Risk & Compliance  
**Reports To:** Group Operational Risk Manager  
**Ref:** Ref-050, V2 – 21 April 2020

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### Role Overview

This role will be responsible for advising and guiding the Health & Safety function by leading a cross business plan to ensure the compliance of all Monaghan Group Sites with regulatory requirements in each jurisdiction as well as implementation of best practice approach.

### Main Duties

- Develop, manage and implement the Health & Safety plan for the Monaghan Group
- Champion and promote the Health & Safety agenda / positive culture across the group through proactive communication and the development of relationships with key stakeholders
- Support each site management team in the strategic planning process by ensuring each takes cognizance of our Health & Safety responsibilities
- Maintain and publish key management information including Health & Safety KPIs
- Co-ordinate and manage a programme of risk assessments and Health & Safety Audits across all locations / divisions
- Proactively advise each site management team on:
  - a. Achieving required performance standards for Health & Safety KPIs and provide monthly feedback report
  - b. Ensuring the consistent implementation of the Health & Safety Policy across all locations/ divisions
  - c. Ensuring the central accident reporting system in place is monitored and reviewed
  - d. Update site specific Health & Safety policies and safety statements
  - e. Completion of site audits including regulatory and customer, to the relevant standards and implementation of required actions
  - f. Interpreting and advising on the implementation of specific legislation
  - g. Completion of Risk Assessments including those associated with Fire Risk
  - h. Delivery and completion of internal Health & Safety Training
  - i. Devising, implementing and auditing relevant compliance systems
- Proactively manage investigation into accidents and incidents:
  - a. Causes and circumstances of accidents taking necessary steps to prevent re-occurrence
  - b. Monitor and assist with the management of claims, liaising with third parties as required
- Advise in respect of all Health and Safety Aspects and control occupational risks
- Ensure each site has a Health & Safety Committee with the relevant number of Safety Reps and regular monthly meetings are held
- Work to minimise operational losses, occupational health problems, accidents and injuries across all sites
- Keeping up to date with new legislation changes affecting our industry and maintaining working knowledge
- Advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery, and occupational diseases
- Collation and presentation of environmental KPI data for UK and Ireland

- Provide support to drive the company Origin Green Sustainability programme and support individual sites with their environmental improvement plans to help achieve Origin Green targets
- Provide support with the maintenance of the Group Environmental Management System (EMS) documentation
- Provide support with site environmental audits and inspections

This is not an exhaustive list and is subject to change and amendment.

#### **Competencies to perform the role**

- Builds Teams - works collaboratively and influences effectively across operational management
- Manages Performance – Follow up with each site within the Monaghan Group to ensure set targets are achieved
- Develops People - delegates responsibility appropriately and prioritizes training
- Leads Authentically – always delivers on work pressures, instils confidence, encouraging and supporting others to cope with challenging situations
- Acts Commercially – promotes the Health & Safety agenda in a sustainable and commercial way, working within cost parameters and demonstrating that commercial implications are understood
- Customer Focus – manages internal customer expectations, gauges impact of own work area on customer satisfaction and quality
- Solves Problems – considers the whole problem / process when diagnosing problems, fixes the root cause, thinks on feet when required
- Plans and Organises – develops project and work plans to manage specific areas of work as required, defining tasks and responsibilities, timelines and milestone dates
- Communication - Builds a culture of two way communication flow; uses communication to create energy and enthusiasm in the business and to inspire commitment; develops industry networks that benefit the company

#### **Experience and Qualifications**

- Qualification in Environmental Health, Quality, Health & Safety or related discipline
- NEBOSH Certificate is advantageous but not essential
- Train the Trainer is advantageous but not essential
- Minimum 3 years' experience in a similar role
- Experience of influencing management teams on Health and Safety related issues
- Knowledge of Health & Safety regulations in Ireland and UK, with an appetite to gain an understanding across Europe and North America

#### **Other Role Requirements:**

- Full driving licence
- Valid Passport (no travel restrictions)
- Ability to travel routinely to all Monaghan Group sites

#### **Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other

5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_