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|  **JOB DESCRIPTION** |

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| **POST TITLE** | Senior SHE Advisor |
| **DIVISION/DEPARTMENT** | CEO/ Safety, Health & Environment (SHE) |
| **REPORTS TO** | Head of SHE Group  | **GRADE** | 4 |

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| **AIM** |
| To coordinate and assist in the management, implementation and maintenance of the Company’s SHE management system and associated processes. |

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| **ACCOUNTABILITIES** |
| * To deputise for the Group Head, attend / chair committees and meetings and be present on site during out of office hours as required.
* Lead and coordinate SHE initiatives and projects.
* Lead in the development and maintenance of the SHE document management system.
* To discharge statutory and related responsibilities in designated areas of SHE.
* Provide proactive general SHE advice across Diamond’s operations and specialise in designated areas of SHE, fulfilling delegated roles. This requires the post holder to grasp complex systems and techniques in order to assist and advise on effective and often novel control strategies to ensure the health and safety of staff, Users, visiting scientists, and visitors.
* Preparation and maintenance of generic and specific and specialist risk assessments.
* Support the Experimental Risk Assessment process including the evaluation of risk assessments for beam-time proposals. This may include literature research into proposed methods, materials and equipment.
* Influence and promote a positive SHE culture across Diamond and its Users.
* Develop and deliver appropriate SHE training to staff, contractors, users and visitors. (This requires the post holder to be a confident communicator at all levels.)
* Negotiate, develop and implement SHE strategies, plans, reports, systems of work and procedures in collaboration with all levels of management.
* Coordinating and conducting SHE monitoring, auditing and inspections to ensure SHE compliance across Diamond, as required.
* Developing, monitoring, auditing and review of the SHE management system.
* Researching and monitoring developments in SHE legislation, codes of practice, guidance, standards, etc and keeping appropriate persons within Diamond informed of relevant requirements.
* Liaison with and provision of support to STFC and other institutions, sharing expertise and best practice; ensuring that any common or specific SHE requirements are achieved.
* Develop own SHE competency where required to meet business needs.
* To manage contacts, liaison and negotiations with enforcing authorities as required.
* Provide cover for SHE Team colleagues in their absence and as work-load dictates.
* The post holder will be expected to attend on site during out of office hours when required, and to be informally available on a company mobile telephone. This may involve providing timely and practical SHE advice and guidance.
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Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.