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| ROLE PROFILE | | | |
| Job title | H&S Technician | Date: 20.12.2021 |  |
| Business | The Cornwall Bakery | | |
| Department | Health and Safety | | |
| Location | Cornwall | | |
| ROLE SUMMARY (main purpose) | | | |
| The H&S Technician will support the H&S Manager by making sure that they day to day operation of the H&S management system is functioning correctly. They will be the first point of call for review of incidents, will be involved in inspections & audits and will coach the managers and supervisors to take responsibility for health & safety within their departments. They will undertake projects as directed by the H&S Manager and assist in training and coaching where applicable e.g. inductions and contractor controls. They will collate performance information and offer improvement insight as appropriate. They will solve problems and work with the site managers and supervisors and will be positive and enthusiastic about making the site the safe and healthy for those who work there. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | H&S Manager | | |
| Direct & indirect reports | N/A | | |
| Key internal stakeholders | Managing Director/Production Director/ Engineering Manager/Occupational Health/Personnel Manager/ Managers & Team Leaders/Hygiene Manager/Safety Representatives/Transport Manager/wider H&S Team | | |
| Key external stakeholders | Insurers, HSE/EHO, Brokers/Fire authority/Key suppliers | | |

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| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | |
| * Assist in the investigation of incidents as directed by the H&S Manager * Liaise and work alongside H&S representatives * Identify and promote opportunities for improvement from any incident investigations * Collate monthly performance and statistical information and identify any trends in performance – communicate to the H&S Manager and wider business * Carry out inspections and audits of key risk areas as directed by the H&S Manager * Assist in the coaching and training of managers and team leaders so they understand their responsibilities for health & safety and how to discharge their duties * Help promote our H&S Journey with the wider site population * Carry out improvement project work as directed by the H&S Manager including further improvement of the safety management system * Participate in learning, including continuous professional development * Deputise for the H&S Manager in their absence | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE | |
| Qualifications | NEBOSH Certificate or equivalent (European Qualification Framework (EQF) Level 4) [Acceptable qualifications](https://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx)  Associate or Technical Member of IOSH |
| Experience | Ideally 1-2 years safety experience in manufacturing or warehousing & distribution. Preferably food experience. |
| Skills/ Knowledge | * Will have worked as a H&S Technician/Officer in a manufacturing/warehousing/transport environment – preferably food. Will have some experience of key food industry hazards such as machinery guarding especially taking into use, workplace transport, legionella controls, ammonia refrigeration, contractor control and PTW * Will have an established understanding of risk assessment * Will have experience of implementing safety management systems and investigating and learning from incidents under supervision and in support of a H&S Manager * They will be passionate about pursuing a career in health & safety and willing to learn |

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| PERSONAL ATTRIBUTES & BEHAVIOURS | |
| * Coaching * Influencing * Up to date knowledge of H&S legislation * High attention to detail * Communication * Data analysis * Problem solving * Values people | |
| COMPETENCIES FOR SUCCESS | |
| Competency | Descriptors |
| Values people  Level 2 | ❏ Works equally well with a wide range of professional and socio-cultural backgrounds.  ❏ Clearly opposes favouritism and prejudice toward others.  ❏ Is friendly and polite; does not become defensive or irritated towards others.  ❏ Respect for fellow team members is top of mind even during stressful situations.  ❏ Values the team; surfaces conflict early before it manifests.  ❏ Participates in tasks, knowing that contributing to shared objectives is a sign of respect.  ❏ Follows through on commitments.  ❏ Is available and ready to help.  ❏ Keeps confidences |
| Collaborative team working  Level 1/2 | ❏ Collaborates well with other members of the team.  ❏ Is open-minded towards diverse backgrounds in the team.  ❏ Volunteers help without having to be asked  ❏ Fosters communication, idea and resource sharing across operating businesses.  ❏ Owns high quality standards and understands how he/ she contributes to the team’s success.  ❏ Focuses own and others’ energy on shared objectives, business priorities and problems.  ❏ Leverages the unique talents and viewpoints of others by ensuring that everyone in the business is treated with dignity and respect at all times. |
| Initiative & taking ownership Level 1/2 | ❏ Ensures s/he has been given annual goals/ objectives and a personal development plan at the beginning of the performance year to be clear on expectations.  ❏ Makes things happen for self, has a proactive approach.  ❏ Within own role, does not wait for someone else to repeatedly tell him/ her what to do.  ❏ Reflects on activities and measures progress.  ❏ Admits mistakes and gains insight from experiences.  ❏ Has a good understanding of own strengths, weaknesses, opportunities and limits.  ❏ Takes responsibility to meet commitments.  ❏ Able to step up and temporarily fill line manager’s shoes if circumstances require it.  ❏ Can think on his/ her feet.  ❏ Learns quickly when facing unfamiliar tasks.  ❏ Uses data to spot opportunities for improvement in own work area. |