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| ROLE PROFILE |
| Job title | H&S Technician  | Date  | July 2025 |
| Business | Kettleby Foods |
| Department | Health & Safety |
| Location | Melton Mowbray |
| ROLE SUMMARY (main purpose) |
| The Health & Safety (H&S) Technician will support the H&S Manager by making sure that the 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 H&S in their areas of expertise. 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 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/Commercial Director/ Finance Director/People Lead/Senior Leadership Team (SLT)/Occupational Health/Personnel Team/Facilities Manager/ Departmental Managers, Supervisors & Team Leaders/Hygiene Supervisor/Safety and CCG Representatives |
| Key external stakeholders | Group H&S/Bakery H&S Teams/Insurers/Insurance Brokers/Legal Team/Solicitors/ HSE/EHO/Fire authority/Key suppliers/Landlords |

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| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| * Assist in the investigation of hazards and incidents and support the H&S Manager as required
* Identify and promote opportunities for improvement from any incident investigation
* Collate monthly performance and statistical information and identify any trends in performance – communicate to the H&S Manager and wider business
* Ensure that all meetings are notified in advance and recordings and minutes are published within 72h.
* Carry out inspections and audits of key risk areas as directed by the audit schedule/H&S Manager
* Assist in the coaching and training of managers, supervisors 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
* Working with the personnel and occupational health teams to ensure that health issues are well managed and risks are reduced
* Carry out improvement project work as directed by the H&S Manager including further improvement of the safety management system
* Formulate, plan and carry out special events and campaigns in H&S.
* Participate in learning, including continuous professional development
* Ensure that all Risk Assessments and Safe Systems of Work are up to date and are reviewed in line with the specified time frame.
* Monitor and report on the status of all Safety Alerts in terms of briefing and sign off.
* Deputise for the H&S Manager in their absence
* Support with environmental reporting as required.
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| 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 or working towards.  |
| Experience | 1-2 years’ experience in a manufacturing environment at Supervisor level, preferably in an H&S role in a Food environment.  |
| Skills/ Knowledge | * Will have worked as a H&S Technician/Officer in a manufacturing environment – preferably food.
* A general understanding of all H&S Standards is required
* Will have experience of implementing safety management systems and investigating and learning from incidents under supervision and in support of the 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
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| COMPETENCIES FOR SUCCESS |
| Competency | Descriptors |
| Values people Level 2 | ❏ Works equally well with a wide range of professional and socio-cultural backgrounds.❏ Clearly opposes favoritism 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 workingLevel 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 he/she 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. |