



# Job Description

Date of issue: June 2025

Job title:	<b>Group Health and Safety Officer – temporary assignment</b>		
Location:	Horsham based		
Reports to:	Business unit and H&S Managers		
Job purpose / Objective:	Provides assistance to the Group Managers and ensure legislation compliance		
Job status:	<b><u>Full Time Position</u></b>	<b>Duration of assignment:</b>	12-month contract

<b>Principal duties and responsibilities</b>	<p>Assists the Business unit and H&amp;S Managers to maintain, implement, organise and operate the ERG H&amp;S management system within the Business Management System (BMS), with the following specific duties:</p> <ul style="list-style-type: none"><li>• Act as coordinator as required;</li><li>• Conduct internal audits of ERG policies and help implement changes where there is non-compliance;</li><li>• Research / take advice on current legislative requirements and best practices;</li><li>• Monitor H&amp;S statistics, prepare and maintain quarterly and annual H&amp;S management statistics, reports, newsletters and bulletins; and other regular reports for management and board meetings;</li><li>• Assist with near miss, accident and incident investigations;</li><li>• Carry out risk assessments and consider how risks could be reduced;</li><li>• Write, or provide input as appropriate to task specific RAMS for site and workshop activities;</li><li>• Assist in the compilation of written safe systems of work;</li><li>• Undertake regular planned &amp; unplanned inspections, audits, joint tours and reviews of UK projects and sites to check policies, procedures and methods are being properly implemented;</li><li>• Provide on-site engagement, coaching, advice and support on H&amp;S and promote safe behaviours on site;</li><li>• Produce formal reports on findings and suggest improvements and communicate these to the project and Management;</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure working practices are safe and comply with legislation;</li> <li>• Provide input to health and safety strategies and maintain/develop internal policy;</li> <li>• Lead in-house training with managers, employees and subcontractors about health and safety issues and risks;</li> <li>• Review requirements and maintain the training requirement matrix;</li> <li>• Complete COSHH Risk Assessments and maintain a register;</li> <li>• Keep up to date with new legislation effecting the ERG business units and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry;</li> <li>• Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.</li> <li>• Produce and present toolbox talks;</li> <li>• Intermittently attend client meetings to support ERG management on specific H&amp;S aspects of sales or projects;</li> <li>• Liaise with external H&amp;S auditors and facilitate audit visits, provide detailed audit responses and H&amp;S aspects;</li> <li>• Additional health &amp; safety duties as reasonably requested by the Business unit and H&amp;S Managers.</li> </ul>
<b>Essential qualifications &amp; experience required (Hard skills / soft skills)</b>	<p>Preference a minimum requirement of a 2:2 degree, or equivalent, as well as a working knowledge of health and safety management. Other relevant degree-level qualifications include:</p> <ul style="list-style-type: none"> <li>• NEBOSH National Diploma in Occupational Health and Safety;</li> <li>• British Safety Council Level 6 Diploma in Occupational Safety and Health;</li> <li>• City &amp; Guilds Level 5 (NVQ) Diploma in Occupational Health and Safety Practice;</li> <li>• National Compliance and Risk Qualifications (NCRQ) Level 6 Diploma in Applied Health and Safety.</li> <li>• NEEBOSH NGC (National General Certificate)</li> <li>• Practical appreciation of risks</li> <li>• Operational understanding</li> <li>• Manufacturing and construction site experience</li> <li>• CSCS Card</li> <li>• UK Driving Licence</li> </ul>
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Excellent communication, diplomatic and organisational skills</li> <li>• Methodical and organised</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work under pressure and with personnel from all levels</li> <li>• Tact and ability to deal with difficult situations and staff?</li> <li>• Able to work unsupervised and to control own workflow</li> <li>• Detail oriented, meticulous, and quality focussed</li> <li>• Proactive and follows through tasks to completion</li> <li>• Ability to work under pressure without compromising quality</li> </ul>
<b>Key interactions</b>	<p>Internal;</p> <ul style="list-style-type: none"> <li>• Business unit Managers</li> <li>• Other Directors</li> <li>• H&amp;S Manager</li> <li>• First aiders / Fire safety marshals</li> <li>• Site Managers</li> <li>• Site Supervisors</li> <li>• All Managers</li> <li>• All Staff</li> </ul> <p>External;</p> <ul style="list-style-type: none"> <li>• Customer site staff</li> <li>• External health &amp; safety advisors (Alcumus)</li> <li>• Achilles auditors</li> <li>• Sub-contractors</li> </ul>
<b>Measures &amp; dimensions</b>	<p>The key measures of success of this role are:</p> <ul style="list-style-type: none"> <li>• Extent to which the ERG Health &amp; Safety policies and procures are up to date and well documented</li> <li>• Extent to which the company's HSE objectives are achieved</li> <li>• Extent to which actions to reduce accidents and to reinforce a safety culture are successful</li> <li>• Good H&amp;S Statistics</li> <li>• Audit Scores</li> </ul>
<b>Management reporting</b>	<p>Regular progress reports to include:</p> <ul style="list-style-type: none"> <li>• Reporting for monthly management meetings, board meetings, quarterly and annual statistics and reviews</li> <li>• Health &amp; Safety bulletins for staff</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Have a system in place to ensure relevant staff are trained and execute Health &amp; Safety</li> </ul>