



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Health and Safety Specialist – Reporting and Analytics
Business Unit / Group Function	OBU
BU Team / Sub-Function	Health and Safety
Location	SBP
Team Leader	Health and Safety Director
Team Members	Health and Safety
Job Level	4A
Role Purpose To lead H&S reporting across the WG&S Globally ensuring that suitable and effective reporting of H&S leading and lagging data is undertaken. Analyse H&S leading and leading data providing insight into both positive trends and lessons learned at a Global, Business Unit and site level. Recommend and support development of improvement activities following evaluation.	
Accountabilities: <ul style="list-style-type: none">• Owner of the Health & Safety performance and reporting systems such as H&S dashboards and IQMS ensuring the accuracy of the data and providing monthly reporting for Global H&S, Business Units and H&S meetings.• Undertake analysis of leading and lagging data to provide insight into key trends and lessons learned. Manage the communication of key Safety Alerts.• Be familiar with H&S and Business existing and emerging risks.• Awareness of current and forthcoming legislative requirements as well as wider external trends and developments.• Make recommendations for continuous improvement and support the H&S Function develop appropriate corrective actions and improvement programmes.• Monitor progress of implementation of the H&S management system and KPIs.• Manage central correspondence and Action tracking of the requirements of Regulators, including HSE and the COMAH Competent Authority.• Manage and monitor the delivery of Health & Safety training requirements and courses, based around the Company Competency Matrix, supporting the H&S- team and Learning and Development colleagues in scheduling, organisation and delivery.• Lead the administration of civil claims including liaison with company insurers and legal support.	



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- Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.