



<b>Job Title</b>	<b>Health and Safety Advisor</b>
<b>Job Level</b>	4A
<b>Location</b>	Girvan
<b>Business Unit</b>	Health & Safety
<b>Function</b>	Health & Safety
<b>Leader</b>	UK and Ireland Health & Safety Leader
<b>People Leadership</b>	N/A
<b>Role Purpose</b>	
To ensure that the Site is fully compliant with all relevant current and future legislation and other requirements (i.e. industry guidance) in the areas of Health & Safety.	
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>• Support the development of the Health and strategy for Girvan through the evaluation of statistical data, past findings and knowledge of corporate, industry and wider external developments.</li><li>• Where appropriate co- ordinate and supervise the work of external regulators, auditors or third party consultants.</li><li>• Provide monthly reporting and analysis to the UK and Ireland Health and Safety Leader and Site Leader against the agreed compliance strategy for the site.</li><li>• Identify and assess risks and propose/recommend effective processes and controls to manage those risks to an acceptable level.</li><li>• Plan and undertake internal reviews or projects, in accordance with agreed working practices, appraising the relevant risks, processes and controls to identify opportunities for improvements to the effectiveness and efficiency of compliance systems on the site.</li><li>• Agree improvement action plans with responsible management and external regulators where required, reporting the outcomes to management. Monitor the delivery of agreed actions by process owners.</li><li>• Advise and support the site Leadership Team in all health and safety matters, including process safety (Top Tier COMAH, DSEAR, LOPA etc.)</li><li>• Devise and implement specific tools, processes and interventions (including risk management frameworks, audit methodologies and structures) appropriate to/for the business area(s) in question.</li><li>• Develop and maintain strong relationships with internal stakeholders, to raise awareness, influence process change, drive continuous improvement and the adoption of best practice, and external stakeholders to enable achievement of business objectives.</li></ul>	
<b>Created by:</b>	Kirsty Adams
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