

Aspire Job Description

Job Title:	HSE Advisor (TidNBul)	POSITION ID: HSEADV524
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	Tidworth	
Reports to:	HSE Manager (West)	
Key Purpose of the Role:	<p>To work with the HSE Manager (West) to ensure that ADSL activities on the Garrison are delivered in compliance with the ADSL Management System, (which incorporates statutory and contractual requirements). The provision of professional advice, guidance, and assistance to the operational teams regarding the implementation of the company's occupational health and safety and environmental management system to ensure the risks from activities and workplaces are appropriately managed. Undertake asbestos re-inspections.</p>	
Key Responsibilities:	<p>Health, Safety & Environmental duties:</p> <ul style="list-style-type: none"> • Support the HSE Manager (West) and other Garrison Managers to drive the continual improvement of occupational health and safety and environmental behaviours • Assisting line managers implement the requirements of the ADSL management system across all departments and activities on the garrison, ensuring demonstration of appropriate individual ownership and accountability • Providing consistent and professional support, guidance and training to line managers and their staff in the practical delivery of the Management System requirements • Working with line managers to ensure that appropriate levels of operational line management resource are competent to carry-out risk assessments. • Maintain an up to date register of competent risk-assessors and risk assessments. These will include general and specific assessments as required by the Management System • Carrying out regular reviews of all garrison risk assessments to ensure they are suitable and sufficient. Providing additional training/coaching to the risk assessors where necessary • Undertake audits and compliance evaluations in accordance with the business audit schedule, raising non-conformances and opportunities for improvement as necessary • Monitor and manage the incident reporting system, carrying out investigations and developing actions as required • Develop and deliver internal training as required • Carrying out the schedule of inspections set by the HSE Manager (West) to monitor the occupational health & safety and environmental performance on the garrison. Highlight areas of concern or best-practice to the HSE Manager (West) • Carrying out the schedule of inspections set by the HSE Manager 	

Aspire Job Description

(West) to monitor the occupational health & safety and environmental performance of ADSL partners and Contractors/Sub-contractors on the garrison. Highlight areas of concern or best-practice to the HSE Manager (West)

- In conjunction with the HSE Manager (West), assist operational line managers with the identification and development of practical and effective safe working behaviours in order to reduce incidents and occupational ill-health on the garrison.
- Work with line managers to ensure that all incidents on the garrison are appropriately reported, recorded, and investigated in line with business requirements
- In conjunction with the HSE Manager (West), work with Garrison line managers to continuously review the occupational health and safety and environmental training needs for all ADSL staff within the garrison. Ensure that the requirements of the Mandatory Training Matrix are met as a minimum.
- Report any incoming communication or contact with any of the relevant enforcement authorities to the HSE Manager (West) and the Head of HSE
- Maintain up to date professional knowledge in order to fulfil role in a competent manner
- Demonstrate a proactive and professional example of occupational health & safety and environmental behaviour on the garrison at all times
- Conduct regular review of the emergency response arrangements that are in place and monitor drills are carried out regularly
- Support the delivery of business objectives and initiatives as directed by the Head of HSE and to the required timescales
- Carry out such other duties as may be reasonably required from time to time by the HSE Manager (West) and/or the Head of HSE.
- Support the HSE Manager (West) in implementing ADSL Asbestos policy and procedures across all departments and activities on the garrison.
- Monitor compliance with the ADSL Asbestos policy and procedures by employees and sub-contractors
- Deliver the annual garrison asbestos re-inspection to the required timescales, including the labelling of ACMs and the labelling and securing of Restricted Areas (Asbestos)
- Deliver the capture and collation of asbestos data to enable the accurate and timely maintenance of ADSL Asbestos Register in line with ADSL's procedures and processes and the contract
- Assist the HSE Manager (West) with the development of a Garrison Asbestos Management Plan
- Periodically review the Garrison Training records to ensure employees Asbestos Awareness is in date at all times
- Deliver Module 1 of the ADSL Asbestos Awareness Training Package
- Ensure all Restricted Areas (Asbestos) are maintained and controlled as defined in the Business Asbestos Management Plan
- Provide the HSE Manager (West) with relevant and accurate data in a

Aspire Job Description

timely manner to meet business reporting requirements

- Provide support and guidance to Line Managers with the investigation of Asbestos related incidents to enable thorough reports to be produced to business reporting requirements.

Qualifications

Essential:

- Min 5 GCSEs including Maths & English
- NEBOSH Certificate, Tech IOSH (or equivalent)
- Foundation Certificate in Environmental Management
- ISO 9001 Internal Auditor
- P405 Management of Asbestos in Buildings.
- Full UK Driving licence.

Experience & Knowledge:

Essential:

- Proven professional experience in occupational health and safety and environmental management within the Facilities Management (hard and soft FM) & Construction sectors
- Experience of working with operational staff to implement and adopt initiatives to improve health, safety and environmental performance and behaviours
- Experience of a similar operational role involving working in accordance with business management system requirements
- Experience of occupational health, safety and environmental auditing and the evaluation of compliance with the business management systems.
- Experience in working with both a directly employed workforce and sub-contractors.

Skills:

Essential

- A pro-active individual with a natural disposition to mentor and teach
- An effective communicator, with strong interpersonal skills
- Ability to influence and guideline managers and other operational staff
- Excellent organisational skills
- Ability to work effectively in a demanding environment and meet challenging timescales
- Commercially aware.

Date:

December 2021

Aspire Job Description
