

JOB DESCRIPTION

Health and Safety Advisor

Overview

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture, supply and support it!

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely.

Our products can be found gathering scientific insight in the cold and crushing depths of the deep sea, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data at the "edge" and via the cloud, and enabling next generation video solutions on board trains above and below ground.

From the first day of your employment with us, you will be part of an organisation that strives every day to make your work rewarding and cares for your safety and wellbeing.

Reporting to the Health and Safety Officer, this role will contribute to our ongoing commitment of creating a safe and secure work environment. You will work closely with employees at all levels and regulatory bodies to ensure compliance with safety standards and regulations.

Summary Details

Job Type:	Site based Monday - Friday
Job Title:	Health and Safety Advisor
Location:	Redditch, with occasional ad-hoc travel to other Steatite sites
Hours:	38 hours per week, worked Monday to Friday
Salary Package:	C £Competitive
Benefits	<p>25 days holiday plus bank holidays, increasing with length of service</p> <p>Discretionary Bonus once a year</p> <p>Salary Sacrifice Pension – 5% employee, 4% employer</p> <p>4 x Salary Death in Service payment</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> • Corporate Healthcare Plan • Employee Assistance program • Wellbeing App

	<ul style="list-style-type: none"> • Discount scheme <p>Cycle to Work Scheme</p> <p>EV Scheme</p> <p>Employee Share Scheme after 12 months</p>
--	---

The type of person we are looking for

You will have a hands-on approach and demonstrable experience of working within a manufacturing environment.

Ideally you will have been working at Coordinator level or similar and be looking to advance to an Advisor role. However, don't be fooled by the Advisor title – this is very much a “doing” role, but will involve a level of advising too!

You will have a good understanding of managing contractors on site, undertaking risk assessments, COSHH assessments, incidents investigation, and ideally have worked with facilities, organising PAT testing and fire prevention maintenance. It is important that you have created and delivered successful training programmes for the general workforce.

We do have some existing processes and procedures that we work to, however, we will need you to help to implement these on site. We also know how critical continuous improvement is, therefore if you have an eye for how to improve on things – you are who we are looking for!

There may be the requirement for ad-hoc travel to our other sites, so a full, clean driving licence would be advantageous.

This is a new role within the business, therefore there is potential for future development.

The Role

This role encompasses the following responsibilities:

- Conduct regular risk assessments to identify potential hazards in the workplace.
- Analyse and evaluate the effectiveness of existing safety measures.
- Develop strategies to mitigate identified risks.
- Develop, update, and implement health and safety policies and procedures.
- Ensure that all employees are aware of and adhere to safety policies.
- Provide training to employees on safety protocols, emergency procedures, and use of safety equipment.
- Organise and conduct safety awareness programmes and campaigns.
- Investigate accidents, near misses, or incidents to determine root causes.
- Develop and implement corrective actions to prevent future incidents.
- Stay current with health and safety regulations and ensure the organisation's compliance.
- Liaise with regulatory bodies and agencies as necessary.
- Develop and maintain emergency response plans.
- Conduct drills and simulations to ensure preparedness for emergencies.
- Conduct regular safety inspections of the workplace.

- Collaborate with department heads to address identified safety concerns.
- Maintain accurate records of safety inspections, incidents, and training sessions.
- Prepare reports on safety performance for management.
- Communicate safety policies and procedures to employees.
- Act as a point of contact for safety-related inquiries and concerns.
- Identify opportunities for continuous improvement in safety processes.
- Implement and monitor safety initiatives to enhance the overall safety culture.

Key Competencies

- Demonstrable knowledge and experience of working with health and safety regulations, standards, and best practices.
- Strong analytical and problem-solving skills, with the ability to conduct thorough risk assessments.
- Auditing experience to ISO 45001: 2018
- Excellent communication and interpersonal skills, with the ability to engage effectively at all organisational levels.
- Excellent administration and organisational skills.
- Good working knowledge of MS Office suite, including Outlook, Word, Excel and Power Point.
- Ability to work independently but also collaboratively with other teams.
- Ability to create and deliver training packages.

Useful Additional Expertise

The following would be advantageous but are not essential:

- IOSH Managing Safely
- Train the trainer or other teaching courses