

Name:

Department (and Section where appropriate): GRC – Health, Safety and Environment (HS&E)

Grade: G3

Job Title: Health Safety and Environment Advisor - Laboratories

Immediate Line Manager (Job Title):

Job Purpose

- To act as the lead HS&E Advisor for Campden BRI laboratories with responsibility for advising on and ensuring compliance with the requirements of all relevant health, safety and environment legislation and best practice.
- To ensure that business management systems, training and behaviours are in place to ensure a safe working environment within laboratories; to drive continuous improvement to include mentoring, benchmarking, training, and initiatives; to actively promote safe working practices and ensure the implementation and enforcement of corporate HS&E policies.

Main Duties (including % of time spent)

- Managing and promoting HS&E competence and awareness amongst Operations staff by advising, mentoring, assessing training needs and providing relevant external and in house technical advice and training on HS&E matters (40%).
- Managing, drafting, monitoring, and maintaining effective HS&E systems, procedures, and documentation, including assisting with risk assessments (25%)
- Devising, implementing, and continuously improving the HS&E strategy for Operations (10%)
- To conduct and lead on audits and inductions and lead on incident/accident investigations ensuring root causes are identified, that learnings are effectively, and appropriate measures are implemented in a timely manner (10%)
- Ensuring that Operations systems and equipment are fit-for-purpose and robust by maintaining an up-to-date knowledge of HS&E legislation, safety issues, best practice, and new technical solutions and implementing as necessary. (10%)
- Collating HS&E data and providing interpretative management reports (5%)

Knowledge, Skills & Experience

- Educated to minimum A level standard with degree in a scientific discipline desirable
- NEBOSH Certificate in Occupational Health and Safety or equivalent as a minimum
- Professional membership of the Institute for Occupational Safety & Health (IOSH) or equivalent
- Experience of working in a microbiology/chemistry laboratory environment in a HS&E role
- Qualifications/practical experience of PUWER, COSHH and class 3 organisms are desirable.
- Experience of working with ISO standards.
- Experience of accident/incident methodologies, investigations, and root-cause analysis.
- Experience of developing training matrices and delivering HS&E training
- Strong leadership, mentoring and influencing skills with ability to work collaboratively with internal and external HS&E stakeholders
- Effective in communication and negotiation with demonstrable organisational and administrative skills.
- Experience of handling and communicating complex, sensitive and/or confidential information to a variety of stakeholders including senior management and third parties.
- Experienced at collating data, identifying trends, and producing reports.

KEY TASKS & RESPONSIBILITIES**1. Communications**

- Confident subject matter expert with ability to assimilate complex information and make sound and pragmatic decisions.
- Strong influencing and interpersonal skills to proactively communicate across the business with management and staff at all levels to champion laboratory HS&E matters.
- Demonstrable solution focused communication and negotiation skills — upwards, downwards, and outwards to impart and discuss HS&E information with stakeholders having both specialist and non-specialist knowledge.
- Competent at collating data, identifying trends, and producing management reports to include justifications/recommendations for changes to laboratory HS&E management systems.
- Confident at making presentations and representing the business at external meetings/events.
- Capable of identifying and managing situations of varying complexity, escalating as necessary and identifying and implementing effective solutions.
- Capable of handling and communicating complex, sensitive and/or confidential information to a variety of stakeholders including senior management and third parties.
- Capable of liaising with enforcing bodies such as the Health and Safety Executive and Environment Agency when necessary and when required, representing Campden BRI in discussions and meetings with external groups e.g., AIRTO

2. Analytical Skills & Creativity

- Ability to analyse new and evolving technical/legislative information and develop and communicate strategies based on these inputs.
- Capable of assimilating multiple information streams of varying complexity and opinions to make sound effective decisions/recommendations and offer a structured approach to problem solving.
- Ability to organise to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.
- Competent at using incident/accident investigation methodologies to ensure root causes are identified, learnings are effectively communicated and that appropriate measures are implemented in a timely manner.
- Capable of devising, implementing and continuously improving the HS&E strategy for laboratories
- Experienced at identifying, developing, and implementing new initiatives to enhance laboratory HS&E activities
- Ability to create training matrices and implement an effective laboratory staff HS&E training programme

3. Management of Activities

- Focused on producing accurate work to deadlines with a strong attention to detail.
- Flexible and able to work under pressure.
- Demonstrable capability of knowing when to escalate matters.
- Collaborative team player capable of gathering information from a variety of internal and external sources.
- Competent at managing a workload with conflicting priorities and deadlines
- Focused on improving laboratory HS&E processes, policies and procedures and promoting best practice.
- Developing strategies and tools to manage risk in response to HS&E legislative requirements and advisory notifications.
- Proactive in ongoing self-performance improvement and development.
- Responsibility for managing the fitness-for purpose, effectiveness and implementation of laboratory HS&E data, policies and procedures, investigations, associated actions, and HS&E surveillance.

4. Management of PeopleFinance Director - AD (GRC) – **Job Holder** – Team Leader – Team members

- No direct reports
- Responsible for assessing training needs and managing and ensuring delivery of all laboratory staff HS&E training.

5. Management of Finance & Resources

- Responsible for recommending, implementing, and managing cost effective controls and solutions by identifying proportionate actions in relation to risk/cost benefit analysis.

6. Autonomy & Accountability

- HS&E subject matter expert with authority to give guidance to laboratory staff and across the business.
- Expected to work autonomously in consultation with Head of HS&E and responsible for the timely completion, quality, and accuracy of own work.
- Empowered to initiate and contribute to HS&E activities across the business.
- Responsible for implementation and management of laboratory activities to ensure compliance with laboratory HS&E legal requirements.
- Accountable for providing accurate and relevant advice and information on general and laboratory specific HS&E matters.
- Ensuring corporate compliance with legislation and accountability for the mitigating against corporate exposure to risk and reputational damage.
- When requested, representing Campden BRI at external meetings, e.g., AIRTO, to raise the profile of the company and to gain knowledge of new industry best practice.

7. Working Environment

Primarily laboratory based at Chipping Campden with requirement for scheduled and ad-hoc travel to other UK sites and attendance when required at external meetings.

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator x
 Safety Co-ordinator x
 First Aider
 First Aid Leader
 Fire Officer
 Fire Leader x
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor x
 Biological Safety Officer
 Safety Representative x
 Safety Committee Member x
 Sample Receipt Steward
 Authorised Driver (in line with Car Policy) x
 Mask fitter x

DSE User x**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date