



Job description and employee specification

Job title:	Safety Health Environment and Quality (SHEQ) Advisor	Location:	Wiltshire, Gloucestershire & West Oxfordshire
Reports to:	Head of SHEQ	Working hours:	37 per week
Job number:	TBC	Salary grade:	F
Supervises:	No supervisory responsibility		
Main purpose of the job:	To work closely with the Head of SHEQ in all aspects of delivery of the Company's Safety, Health, Environmental and Quality Management Systems. This will include, but not limited to, undertaking inspections, developing operating procedures, preparing reports and statistics, delivering presentations as well as providing advice and guidance to employees and sub-contractors		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <p>This is what we need you to do:</p> <ol style="list-style-type: none"> 1. Provide proactive support and guidance to staff members on compliance with statutory requirements and company standards 2. Respond to requests for advice from colleagues and external agencies 3. Undertaking risk assessments relating to SHEQ as required 4. Proactively work with operational teams to ensure that SHEQ is considered at all stages and that relevant control measures are identified 5. Responsible for ensuring effective close out of corrective actions raised, open incident reports, and significant site issues 6. Provide a monthly activity briefing to the Performance Management team for the Senior Management reports 7. Assisting and guiding the operational staff in investigating incidents where required, and producing detailed factual reports identifying root causes and recommendations for improvement 8. Liaising with authorities and external agencies as necessary 9. Keeping up to date with new legislation and best practices in the industry 10. Raise awareness on SHEQ and sustainability issues through toolbox talks and briefings, delivering training where necessary 11. Comply with all Ubico's policies and procedures also following all legislation in line with Health & Safety and Environmental. 12. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. 		



	<ul style="list-style-type: none"> • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. • Be committed to and demonstrate the values of the organisation which are to: <ul style="list-style-type: none"> ✓ Deliver quality – what we do, we do well. ✓ Be safe – look out for yourself and others. ✓ Do the right thing – make good decisions and treat people with respect. ✓ Care for our environment – protect where we live and work. Strive to be cleaner and greener. ✓ Work together – communicate well and help each other.
<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Full driving licence and own car available and insured for business use • GCSEs (5 A-Cs or equivalent, including Maths and English) or relevant work experience • IOSH <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Experience in a similar or related role • Provision of advice to managers/supervisors • Involved in H&S investigations <p>Skills and abilities</p> <ul style="list-style-type: none"> • Flexible approach to working hours and tasks allocated • Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner • Ability to use initiative and work with minimum supervision • Good level of IT skills - MS Office • Excellent verbal and written communication skills – presentation skills • Good organisational skills • Production of reports • Problem solving skills • Is proactive/self-motivated • Prioritises and meets tight deadlines; achieves results and maintains composure under pressure • Works together with employees, colleagues and customers to resolve problems and implement change initiatives • Good interpersonal skills – able to build relationships and manage conflict
<p>Desirable requirements - qualifications, skills, abilities and experience:</p>	<ul style="list-style-type: none"> • Certificate of Technical Competence • NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation. • Knowledge of COSHH • Knowledge of ISO 45001/14001



	<ul style="list-style-type: none">• Knowledge of ISO 9001• Leadership skills – ability to coach and mentor employees
Special conditions:	<ul style="list-style-type: none">• There will be a requirement to work at other locations to meet the needs of the business.• Expected to work reasonable additional hours in line with the needs of the service• You will need use of a car for work purposes.
Date created:	23.04.26
Date reviewed:	
Created by:	Name: William McDowall Job title: SHEQ Manager

