|  |  |
| --- | --- |
| Job Title: | Health, Safety & Environmental Officer (Part-time) |
| Department/Group: | H&S | **Reports to:** | H&S Manager |
| Location: | Dunmurry | Travel Required: | Yes |
| Level/Salary Range: | £15-18K per annum (pro rata) | Position Type: | Part-time 24 hrs |
| Date Posted: | 04.11.21 |
| Posting Expires: | 19.11.21 |
| Applications Accepted By: |

|  |  |
| --- | --- |
|  Email:  recruitment@precisiongroup.co.ukSubject Line: (Job Title) | Mail:RecruitmentPrecision Group28 Campsie Ind EstateDerry-Londonderry BT47 £XX |

|  |
| --- |
| Job Description |
| Precision Group have been providing professional, managed services and innovative solutions to customers across the UK & Ireland for almost 40 years.We offer a diverse range of services including Facility Support, Building Services, Engineering and Industrial Support together with Environmental Solutions & Waste Management.Reporting to the HSE Manager the role will include: co-ordinating, supporting and advising on all aspects with regards to Health, Safety and Environmental matters at site locations throughout Ireland. To manage and monitor standards, processes, communications, training and systems.Role and Responsibilities• Completion of health & safety, environmental and quality inspections / audits throughout the company• Role will involve extensive travel to contracts throughout NI and ROI (Minimum of 2 days in ROI per fortnight)• Accident / incident investigations and appropriate communication of findings• Maintain training matrices for all employees• Promote a positive health and safety culture within the company and provide advice and guidance to all managers and employees• Develop a working knowledge of all company activities including asbestos removal, building maintenance, mechanical services, welding, contract cleaning, environmental services (Training provided as required)• Complete risk assessments, COSHH assessments and method statements for work operations• Excellent organisational / administration & communication skills (both written & verbal).• Good IT skills including MS Office applications.• Provide weekly and monthly reports to HSE Manager.Qualifications and Education Requirements- Minimum of 3 years' experience in a similar role preferably within a construction environment.- NEBOSH qualified- Strong IT Skills to manage, record and analyse HSE data- Full Driving LicencePreferred SkillsAdditional NotesHours: 3 days per week (with unpaid 30 min lunch break) (08.00 – 16.30) although will be expected to work hours to suit needs of the business.The role is based from our Belfast office, but will involve overnight stays (Hotel and breakfast paid by company and allowance for meals).Mileage paid and we will consider providing company vehicle and fuel card for work use only. |