

Employee		Job Title	HSQE Advisor
Department	HSQE	Location	Site based - West London, Wales & Western and the Midlands
Line Manager	Head of HSQE	No. of Direct Reports	0

### Job Purpose

BCM Construction are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.

Due to continued growth and success in the Wales & Western region, we are looking to recruit a HSE Advisor to join the busy HSQE team working on live rail and infrastructure projects from London to Wales and up to the Midlands.

This role is a site based position covering projects around Reading, Bristol and in to South Wales. A clean driving licence is essential.

We have strong desires around delivering a Social Value Impact through our recruitment strategies and we will require the successful candidate in this role to champion this effort by aligning our business with strategic sourcing partners such as the military, welfare to work providers, young offender rehabilitation institutions, and youth development charities.

We are a growing business, and we are expanding our geographic footprint from our London HQ. We currently have circa 80 (white collar) full time employees which we envisage growing steadily. However, we plan to directly employ a proportion of our (blue collar) site operatives going forward, to provide more opportunity for a Social Value impact to be landed

We operate in a sector where demand is expected to outgrow supply and where the attraction and retention of good people must be our primary focus. We seek to provide our people with a working environment that is rewarding and challenging, where people can enjoy working, feel valued and develop their skills. Our employees understand and live by our values which breeds passion and quality to the forefront of performance where our culture is fair and good work is rewarded.

The role requires a Health & Safety professional with experience in the rail infrastructure sector, other sectors may be considered too such as highways, civils and power. Experience in an environmental role would be of advantage also.

The role is to advise, educate and ensure that all projects are compliant with Health & Safety, Quality and Environmental requirements and legislation. You are responsible for monitoring and checking that works are delivered in line with the BCM Construction IMS, HSQE standards and to promote safe working practices.

### Key Accountabilities

#### General duties

- Project documentation - working with the project teams, produce / advise and check associated HSQE documentation for the life span of the projects i.e. review TBS
- Act as On-Call Manager for out of hours working (as part of a rostered on-call managers team)
- Investigate and record details of any incidents, cases of ill health, accidents, complaints and any nonconformances. Where relevant identify initial causes and investigate underlying causes of the events. Determine remedial action required and close out to prevent reoccurrence
- Any other duties as requested by the Health & Safety Manager

#### Communication & training

- Produce and carry out Principle Contractors Induction for relevant projects covered and ensure teams remain compliant
- Ensure that required project inductions are carried out for all staff working on site
- Deliver HSQE briefings, alerts, bulletins, toolbox talks, 'Watch My Back' initiatives to increase HSQE awareness
- Educate Construction Managers and Supervisors on HSQE matters
- Close Call promotion, championing and as required, monitor, review and respond to the close calls
- Conduct HSQE Start up meetings
- Attend project startup meetings, offering specialist advice and support on all HSQE matters
- Ad-hoc proactive / reactive monitoring of Subcontractor hours to ensure compliance with fatigue / hours worked policies
- Carry out training to site teams i.e. face fit testing where trained and competent to deliver

#### Auditing

- Ensure that site teams are following the quality plan, environmental management plan and safety documentation on site through auditing and checking the quality of installation, approach to environmental management and safety on site
- Conduct project audits as per IMS Audit procedure and project audit schedule
- Identify good and bad practices, record significant findings and recommended actions

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- Ensure Nonconformance reports are completed and closed out when required
- Support external audits such as RISQS, PCL, ISO, OHSAS

### Assessments, Plans & Checks

- Ensure that all site permits and assessments, are being properly conducted and monitored with results uploaded into the relevant project folders and or sent to HSQE Administrator
- Ensure that project competency matrices are set up, in use and up to date within the project folders
- Identify potential risks and hazards within the workplace by working with the project management teams on HSQE matters throughout the planning and life span of the project
- Approve risk assessments produced by the project teams i.e. ALO
- Create Emergency Action Plans for projects
- Create Office & Project First Aid Risk Assessments
- Create Fire Risk Assessments and Welfare Risk Assessments
- Create 5 Point Risk Assessments for high risk activities as requested by project teams i.e. manual handling
- Monitor the completion of ITPs for activities being carried out in accordance with the Quality Plan
- Assist with completion and review of COSHH assessments when required and update the COSHH register

### IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

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| <ul style="list-style-type: none"> <li>• Accident &amp; Incident</li> <li>• Audit</li> <li>• Document Control</li> <li>• HSQE Documentation</li> <li>• Hours Worked - Fatigue Procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Nonconformance and Corrective Action</li> <li>• Risk Management</li> <li>• Project Delivery Management</li> <li>• Permits Procedure</li> <li>• Plant Equipment PPE &amp; Materials</li> <li>• Site Set Up &amp; Welfare</li> </ul> |
|--|---|

### KPIs

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

### Job Requirements

HSQE experience in Construction is essential, previous experience working in the rail sector would be an advantage.

### Competencies & Training Requirements

<b>Project Delivery</b> Supports delivery of projects on the ground, attending site and advising on HSEQ matters	<ul style="list-style-type: none"> <li>- CSCS card to relevant level</li> <li>- PTS / DCCR</li> <li>- Industry Common Induction (Network Rail)</li> </ul>
<b>Project Documentation &amp; Reporting</b> Reviews project paperwork and ensure completion and issue paperwork is on time	<ul style="list-style-type: none"> <li>- Experience of working and managing an IMS to ISO Standards</li> <li>- Understanding of the BCM IMS</li> <li>- Advanced MS Office skills training / experience</li> </ul>
<b>Stakeholder Management</b> Pro-actively manages clients' expectations and satisfaction	<ul style="list-style-type: none"> <li>- Communications / negotiations / influencing skills training</li> </ul>
<b>Technical knowledge</b> Controls and delivers HSQE management for the company	<ul style="list-style-type: none"> <li>- NEBOSH National Certificate in Construction Health &amp; Safety or equivalent</li> <li>- Face Fit Test Assessor (Desirable)</li> <li>- Portable Appliance Testing competent (Desirable)</li> <li>- Fire Warden (Desirable)</li> <li>- IEMA Associate Member (Desirable)</li> <li>- CQI Affiliate Member (Advantageous)</li> </ul>
<b>Auditing</b> Conducts audits as per audit procedure	<ul style="list-style-type: none"> <li>- Internal auditor to ISO standards (Desirable)</li> </ul>

### BCM Leadership Behaviours (for any role):

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- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration			
<p><i>By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies &amp; Procedures, in conjunction with any additional clients' requirements.</i></p>			
Name:			
Signature:		Date:	

Deputising Duties				
<p><i>The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).</i></p>				
Name	Position	Location	Date Briefed	Signature