

Job title	QSHE (Quality, Safety, Health & Environment) Officer
Reports to	Head of QSHE
Responsible for:	N/A

1. Purpose and Scope

To ensure the delivery of a comprehensive Health, Safety & Environmental service to the Airport. Ensuring that all safety and environmental legislation is adhered to and policies and practices are adopted.

To help plan, implement, monitor and review the protective and preventative measures that are required to minimise accidents and injuries and whilst ensuring the Airport's exposure to Health, Safety & Environmental risks.

To support the Head of QSHE as required.

2. Key Accountabilities and Role Outputs

- To provide support to the Head of QSHE in managing Health, Safety & Environmental risks within the Airport environment and develop strategies and plans for the continuous improvement of performance going forward
- To provide day to day support of Health, Safety and Environmental advice to managers and staff, including suggesting changes to practices that are safe, comply with legislation and add value to the Airport
- To ensure legal compliance and contractual obligations are discharged
- To attend meetings etc. for the Head of QSHE as required and appropriate
- To support staff in conducting regular risk assessments. Including the outlining of safe operational procedures which identify and take account of all relevant hazards
- To assist the Head of QSHE with Health, Safety & Environmental learning and development across all departments and delivering agreed training programmes
- Continue to implement and maintain the Airport's Health, Safety & Environmental audit process and undertake audits of the Airport's areas, suggesting and identifying new systems and improvements leading to a reduction in the Airport's overall risks/liabilities
- Carry out regular site inspections and attend meetings in conjunction with Managers to ensure contractor compliance with legislation and Airport plans

- Monitor and audit the Airport's Health, Safety & Environmental performance against agreed benchmarks and report results on a regular basis
- Keep records of inspections and findings and produce accurate reports as required
- In the event of accidents or incidents, investigate and report outcomes and identify root causes and preventative measures
- Keep up to date with new legislation and maintain a working knowledge of all Health, Safety & Environmental guidance, and any other developments, which may affect the Airport's business
- To be able to advise on legislation as appropriate
- Deliver presentations to both internal and external audiences on a variety of risk prevention strategies
- To continually, review update and coordinate the Airport's EMS.

The post-holder will be required to undertake additional duties, commensurate with this post, as required.

3. Health and Safety:

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the Airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- Adequate resources are provided for health and safety;
- Health and safety is adequately assessed, controlled and monitored;
- Our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Employee Signature:..... Date:.....

4. Skills, Knowledge and Experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NEBOSH Diploma or equivalent. 	<ul style="list-style-type: none"> • CMIOSH • AIEMA • Further specialist H&S training or equivalent work experience • PIEMA
Experience	<ul style="list-style-type: none"> • Significant experience of operation in a Health, Safety and Environment role • Interpreting, applying and advising on Health and Safety legislation • Working with internal and external agencies and organisations • Monitoring contractors and interpreting contractual obligations • Implementing and auditing safety management systems. 	
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of Health, Safety and Environment legislation. 	<ul style="list-style-type: none"> • Knowledge of the Regulatory Reform (Fire Safety) Order 2005.
Skills	<ul style="list-style-type: none"> • Ability to interpret data, anticipate emerging problems and take appropriate preventative action • Computer literate – Microsoft Office applications • Good communication skills – verbal and written • Ability to understand and act consistently in line with Airport aims and objectives • Able to work with the minimum of supervision and ability to prioritise • Determined to deliver an excellent service. 	
General	<ul style="list-style-type: none"> • Highly motivated and dynamic individual with good leadership skills • Ability to work under pressure and to achieve outcomes. 	

Post-holder signature:..... Date:.....