

January 2017

Job Description

JOB TITLE:	Safety Facilitator
REPORTS TO:	Process Support Manager
BUSINESS:	Strip UK
FUNCTION:	Manufacturing
DEPARTMENT:	Hub Services
REF NO:	MS003

1. PURPOSE OF JOB

To co-ordinate and support safety related systems and process' within the Manufacturing areas. To develop and deliver tailored Health & Safety operational support services in order to facilitate the achievement of the business objectives and area Annual Plan targets.

2. PRINCIPAL ACCOUNTABILITIES

Leadership:

- Support and advise the Works area management team in the co-ordination and development of safety systems and procedures (Audits/Reviews, Safety Annual Plan etc.)
- Support, coach and manage Safety Representatives
- Promote a positive safety culture within the department

Safety Health & Environment:

- Support the deployment of the Tata Health and Safety Management System and review annually
- Facilitate safety specific meetings e.g. Departmental Council and local Red Stripe process
- Support the implementation of the area Safety Annual Plan
- Identify improvements in health, safety and environmental standards in the assigned area
- Take a lead role in departmental safety days, pauses, interventions and initiatives.
- Monitor and update area tracking systems including Learning from Events and Near Miss Reports
- Monitor and trend area Near Miss/ Incident reports to proactively identify areas of concern
- Manage & update designated Safety Systems including Compliance Register and Audit Index
- Facilitate local investigations into occupational safety incidents and manage each to closure

Communications:

- Liaise with the Central Safety to provide specialist Health & Safety knowledge
- Develop, issue and record safety bulletins and contacts for the department
- Provide information for internal and external stakeholders such as auditors, JWHSAC, etc.

People & Capability

- Deliver local area safety inductions and training packages as required by the local department to ensure clear understanding of local safety rules to all persons (employees, contractors and visitors)
- Track and drive safety compliance training within the local area, e.g. HAVS, Fire, Asbestos, Gas

3. VISION & CONTEXT

This position is created to provide support to the local area Management in the deployment of safety specific management processes. The position provides a link to Central Safety to enable expert safety advice and knowledge to be communicated and supported throughout

4. KEY CONTACTS

Who	Why
Safety Department	Central guidance and direction setting
Health & Safety Executive	To provide awareness of legislative changes
Local Area Management	To provide support and guidance
TU & Contractor Safety Representatives	To Support Projects & Investigations
Other Safety Facilitators	Sharing of best practices

5. KNOWLEDGE, SKILLS & COMPETENCIES

Knowledge, Skills & Competencies
Ideally an IOSH Managing Safety qualification will be held with a view to working towards a NEBOSH General Certificate
Good knowledge of Windows Office, SAP & Lotus notes database
Good communication skills that enable clear explanations of safe working practices and systems to all levels within the organisation
A good understanding of manufacturing operations, ideally with previous manufacturing experience
Good organisational skills to co-ordinate the duties of safety representatives
The ability to work within a team environment and also under your own initiative
Good interpersonal skills are essential
The ability to flex between roles and responsibilities to meet business/area requirements
Knowledge, Skills & Competencies
Leadership – Challenge and encourage positive behaviours, ensuring that all communications are effectively shared with all levels. Role model Health & Safety compliance.
Respect for Others – To recognise & value others in all that we do by having respect for our colleagues, customers and environment.

Communication – To give and receive clear, concise and accurate information in a manner that is relevant to achieve understanding for all. The ability to communicate ideas and directions clearly, both in writing and orally.

Impact & Influencing – Uses a variety of skills to build commitment for own ideas. Influences people in a way that breaks down barriers and builds lasting relationships and networks.

Team Working & Influencing –The capacity to work alongside colleagues at all levels, fulfilling objectives whilst avoiding conflict, and the ability to influence decisions and actions within the group.

Drive for Results – Strives to accomplish and improve results. Is passionate and perseveres in the pursuit of goals.

6. DIMENSIONS

Key Metrics
Departmental targets and goals aligned to the Annual Plan
HSMS assessment
Learning from Events investigation and communication targets

Approved by Jobholder

Date.....

Approved by Manager

Date.....

