**Health & Safety Co-Ordinator**

**Location:** May be office based or can adopt a flexible hybrid option of part home/part office working

**Salary:**depending upon experience

**Travel:** Must be willing and able to travel throughout the AAA area, with some limited travel to Europe. Valid Passport and full driving licence is required.

**About the CWGC**

The Commonwealth War Graves Commission honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

**About this Role and You**

Delivering at an operational level, this role leads the delivery of Health & Safety priorities for AAA, in line with the corporate business plan and H&S objectives. The H&S Co-Ord will ensure that the AAA meets UK H&S best practice and adheres to relevant legalisation in all countries at a minimum. The coordinator will deliver H&S support, guidance and training to all AAA staff. The coordinator will implement the CWGC Global standards, OHSAS45001 and OHSAS45003, and carry out internal audits and performance monitoring.

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| **KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE** |

**General**

* Co-ordinates and manages the H&S activity across AAA including the implementation and embedding the CWGC global Standards, and the alignment to the OHSAS45001 Management System.
* Draw up annual monitoring plans in liaison with the Regional and Country Managers, and coordinate and analyse country performance providing practical advice on corrective and preventative actions as necessary.
* Implement the AAA H&S Action Plan and create country level action plans to address non-conformities and corporate objectives.
* Develop the AAA H&S Management System ensuring the area is compliant at all times with relevant local H&S legislation and corporate objectives.
* Maintain a registry of incidents and near-misses for ongoing improvement opportunities
* Carry out incident investigations to establish root causes and analyse AAA near miss reporting to provide recommendations for actions.
* In conjunction with the Operations Manager deliver H&S knowledge gap analyses and an associated H&S Training plan for all AAA staff.
* Plan and facilitate staff H&S meetings at all levels, and embed consultation, and participation from staff in all AAA countries, supporting communications with regular H&S bulletins and lessons learnt reporting.
* Ensure that all relevant H&S documentation remains current and is available locally in local language.
* Act as the principal point of contact for all external H&S professionals and consultants including Occupational Health providers. Monitor and manage their performance.
* Keep all AAA Chemical usage records up to date and analyse usage to manage exposure rates.
* Develop, plan and undertake internal H&S audits to ensure that statutory, legal and global standard compliance as agreed with the Head of H&S.
* Report on AAA H&S performance for the Quarterly Management Meetings and represent AAA in the CWGC Health & Safety Committee.

**Job Functional Knowledge**

* A professional qualification NEBOSH Certificate (or equivalent) as a minimum plus on the job experience.
* International experience is desirable.

**Business Expertise**

* Experience in Change management especially in embedding a good H&S Culture.
* Experience of working with external stakeholders such as H&S consultants, construction firms and training providers.

**Leadership**

* Able to work with and influence stakeholders to deliver outcomes in line with policy, best process and Commission Values.

**Problem Solving**

* Able to take H&S knowledge of processes, policies, precedents. and apply to it in novel situations.

**Nature of Impact**

* Has an impact by influencing decisions through advice to others

**Area of Impact**

* Across allocated countries.

**Interpersonal Skills**

* Sound and comprehensive communication and diplomacy skills are required, often to exchange advise and complex information to a range of audiences. A good understanding of diversity is also required. Opened minded to cultural and other difference.

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| **PERSON SPECIFICATION** |

**Education and Knowledge**

**Essential**

* Educated at degree level or equivalent
* NEBOSH Certificate or equivalent with demonstrable experience of working in a diverse H&S environment.
* IOSH Membership

**Desirable**

* Demonstrates a good knowledge of delivering practical H&S advice and instruction in challenging environments.
* Knowledge of international H&S law and working practices

**Experience**

**Essential**

* Good administrative skills inc. use of Microsoft suites

**Desirable**

* Experience of working within international H&S law and working practices

**Skills and Abilities**

* An excellent and clear communicator, both verbally and in writing
* Ability to interact well with senior managers and engage with all staff both via Teams or Zoom, email and in country.
* Ability to convey information clearly and concisely both verbally and in writing
* Ability to turn action plans and objectives into practical actions to achieve them
* Exercise discretion and confidentiality
* The ability to work autonomously
* Excellent organisation skills
* High degree of accuracy and attention to detail
* Team Player
* Ability to demonstrate a professional, confident and ‘can do’ attitude
* Proactive approach to all projects and tasks, meeting deadlines and objectives
* Takes initiative and responsibility for finding resolutions and problem solving
* Ability to multitask, prioritise and keep calm under pressure
* Flexible and adaptable to change
* Committed to professional development
* An alignment and adherence to the Commission’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
* Demonstrates excellent Health and Safety responsibility for self and promotes a good Health & safety culture to others.

**How to Apply**

Anyone wishing to apply, please send your CV and cover letter to Rojen.shikhkilo@CWGC.org

*We value the differences that a diverse workforce brings and are committed to creating a respectful work environment where everyone is treated with dignity and respect and where any unlawful and/or unfair discrimination is eliminated. We will not unlawfully discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, race, colour, nationality, ethnic or national origins, age, sexual orientation or marital status, religion or belief.*