


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Health and Safety Advisor C&SEA
Department:	Central and Southern Europe
Contract Type:	Temporary (1 year)
Job Purpose:	Supports the Health and Safety Manager ensuring that the Occupational Health and Safety arrangements meet with Commission's global standards as well as comply with national legislation in order to guarantee the safety off all employees, visitors and contractors in the Area.
Job Band:	C
Reports to:	Health and Safety Manager, CSEA
Direct Reports:	N/A
Other Key Contacts:	<ul style="list-style-type: none"> • Area Management team (Area Director, Deputy Director, HR Manager, Finance Manager, Hort Manager, Works Manager, Operations Supervisors and Country Supervisors) • Staff across the area • Estate Department in Head Office • Health and Safety Advisors in other Areas • Health and Safety suppliers and stakeholders
Financial Responsibilities:	As for delegated authorities
Location:	Rome Office, Italy
Working hours:	35 hours per week.
Travel:	Willing to travel regularly within the CSEA Area and UK. Driving license is required.
Right to work:	Must have the right to live and work in Italy

BACKGROUND

The Commonwealth War Graves Commission (CWGC) 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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Contributes to the development of appropriate Health and Safety policies and practices, ensuring compliance with the national legislation and with the Commission's Corporate standards.
- Develops and encourages a good health and safety culture and acts as a main point of contact for any matters regarding health and safety. Provides a (pro)active and quick assistance to any H&S requests on field.
- Monitors the recent legislation on safety procedures and regulations to advice management.
- Carries out site visits and audits to ensure compliance with Area Health and Safety policies and standards, identifying areas for improvement.
- Administers and investigates all accident at work cases in liaison with the HR department.
- Aims for preventive improvement measures, based on the analysis of accidents at work, near misses, environmental incidents and regular checks of workplaces.
- Ensures each country has appropriate up to date risk assessments for any hazard that may affect our staff, visitors & contractors.
- Inspects contract work to ensure that contract staff are working safely and complying with their obligations to the Commission in relation to Health and Safety
- Inspects the safety equipment ensuring they all are independently tested and compliant and keeps the register of up to date.
- Follows up risk assessments to ensure mitigation plans are carried out and adhered to what was required.
- Gives practical and professional support and advice to the business - Interpret legislative information and translate it into practical, workable documentation. Provides and updates work instructions, procedures and technical guidance notes in local languages.
- Assists with the development and improvement of health and safety management systems (ISO 45001)
- Monitors the safe use of hazardous substance and keeps updated the maintenance of the COSSH risk management system.
- Ensures emergency response plans are in place in all countries and regular drills are carried out.
- Conducts training, toolbox talks, inductions and distributes H&S info to staff (Flash info, Intranet). Liaises with HR to deliver Health & Safety and wellbeing training for employees.
- Ensures PPE are provided/replaced taking into account results of the Risk assessment and ensures all countries are documenting the issuing of PPE.
- Updates non-conformities registers ensuring follow-up actions are being undertaken
- Advises and makes proposals for the preparation, adjustment and implementation of the global prevention plan and the annual action plan.
- Contributes to the achievement of targets and objectives (near miss reporting, reducing accident at work,...)
- Attends Health & Safety meetings
- All other administrative duties (f.ex reports) allocated by Senior Management

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Job Functional Knowledge

NEBOSH Certificate or equivalent

Business Expertise

- Broad knowledge of Horticulture and Works tasks

Leadership

- Focal point for Health, Safety, Welfare and Environment issues.
- Raise awareness and gives advice on the good practice of H&S procedures and instructions.
- Provides H&S training to staff.

Problem Solving

- Needs to solve complex and interrelated problems and elements to come up with practical solutions.

Nature of Impact

- Subject matter expert in safety legislation

Area of Impact

- Has impact across different departments in the Area.

Interpersonal Skills

- Drive and enthusiasm with the ability to promote a positive Health and Safety culture
- Resolute and consistent
- The ability to liaise with staff at all levels.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Bachelor degree that is of relevance within Health and Safety
- IT literate with excellent knowledge of Microsoft Office applications specifically Excel, Word and Outlook

Desirable

- Knowledge of ISO 45001



Experience

Essential

- Minimum of 3 years' experience in Health and Safety

Desirable

- Work experience in a technical environment (construction or horticulture)

Skills and Abilities

- Strong communication skills both written and verbal in English and in Italian
- Ability to convey and complete tasks and information clearly and concisely
- Organisation and time management skills
- Attention to details
- Takes initiative and responsibility for solving problems and issues
- Undertakes and contributes constructively to team meetings
- Can juggle their workload and keep calm under pressure
- Flexible and able to adapt to change
- Committed to continuous professional development
- An alignment and adherence to the CWGC's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: