

<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Health and Safety Advisor C&SEA
<b>Department:</b>	Estates
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	To ensure that 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.
<b>Job Band:</b>	
<b>Reports to:</b>	Health and Safety Manager
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Area Management team (Area Director, Deputy Director, HR Manager, Finance Manager, Hort Manager, Works Manager, Operations Supervisors and Country Supervisors)</li> <li>• Staff across the area</li> <li>• Estate Department in Head Office</li> <li>• Health and Safety Advisors in other Areas</li> <li>• Health and Safety suppliers and stakeholders</li> </ul>
<b>Financial Responsibilities:</b>	As for delegated authorities
<b>Location:</b>	Ieper Office, Belgium
<b>Working hours:</b>	37 hours per week.
<b>Travel:</b>	Willing to travel regularly within the Area and UK. Driving license is required.
<b>Right to work:</b>	Must have the right to live and work in Belgium

<b>ABOUT THE COMMISSION</b>
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We honour and care 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 and memorials at over 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 and different legislations of countries in which we operate and with the Commission's Corporate standards.
- Raising awareness on H&S policies, procedure ensuring all staff strictly adhere to them.
- Affinity with ISO 45001, 45003 and OHSAS 18001.
- 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, advice management and adopts internal procedures to meet legal requirements
- 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.
- Ensure assessments for vibration, noise, chemical exposure and PAT testing are carried out and up-to-date.
- 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.
- Responsible for safe use of hazardous substance including the maintenance and the update 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 monthly Health & Safety meetings (CPBW)

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COMMONWEALTH  
WAR GRAVES  
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Job Functional Knowledge

- Prevention advisor preferably level 2 or level 3 willing to obtain level 2

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
- Prevention Advisor level 2 or level 3 willing to obtain level 2 (valid in Belgium)
- IT literate with excellent knowledge of Microsoft Office applications specifically Excel, Word and Outlook

**Desirable**

- Knowledge of ISO 45001, 45003, OHSAS 18001



## Experience

### Essential

- Preferably a 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 Dutch
- 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

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*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.*

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## Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: