

JOB ADVERT

Health & Safety Consultant

Permanent

We are a leading provider of Health & Safety, HR, Employment Law and Training solutions to a wide SME market nationwide. We work in partnership with a wide range of clients and are renowned for our client focused, commercial, and pragmatic advice and support. A fantastic opportunity has arisen to join our established HS consultancy team at Quest Business Services Ltd.

You will provide a comprehensive range of Health & Safety support and services to SME clients, maintaining utmost confidentiality. You will partner closely with a range of clients in various sectors providing a tailored service to meet their needs. You will act as the business partner for all Health & Safety delivery and take responsibility of the full client experience. The support and services will be varied and challenging covering a range of Health & Safety matters. You will establish and maintain positive and collaborative working relationships with the clients.

The ideal candidate will have a dynamic and adaptable approach, be open and honest with effective decision making and planning skills. You must have the ability to take initiative, prioritise and plan effectively as you will often be working to tight deadlines. You must have the Health and Safety technical and operational expertise to enable you to provide commercial and pragmatic advice and case manage your workload. Excellent communication skills, both written and verbal at all levels, along with the ability to understand and adapt to the changing needs of the service and clients essential.

Duties and responsibilities include:

- To undertake Health & Safety audits either at client sites or remotely; produce a report of the findings and highlight risks and how to implement a suitable health and safety management system,
- Draft Health & Safety manuals and policies and procedures to meet client needs and compliance,
- Effectively account manage clients; to ensure compliance and determine their Health & Safety operational and strategic needs, delivering services in line with agreed SLA's,
- To assist the implementation of the agreed action plan in line with the client needs and agreed timescales,
- To provide Health and Safety advice to clients; ensuring the advice offers best practice and commercially practical solutions, whilst explaining the risks and liabilities with associated solutions;
- To advice on and undertake risk assessments on client sites,
- To develop and implement Health and Safety training programs to meet client needs,
- Work on ISO 9001, ISO 14001 and other accreditation systems (such as CHAS) to support clients maintain and achieve their certification where applicable,
- Work effectively with the wider team to support consistent delivery to clients, ensuring continuity of advice and practical support for client support issues where required,

- To ensure the timely renewal of client agreements for continuous service provision,
- To support the business development team by identifying opportunities for additional services.

Qualifications and Experience Required:

- NEBOSH General Certificate is essential.
- Minimum 2 years experience working in a H&S Consultancy or H&S Management role.
- Working knowledge of Health & Safety at Work Act 1974 plus all supporting regulations.
- Fire Risk Assessment certificate is desirable but not essential.
- Ability to engage and develop relationships remotely and to adapt support at all levels of organisational hierarchy.
- Ability to analyse and interrogate available information from a health & safety perspective to get to the root of the cause, identify risks and provide solutions and the varied options available.
- Ability to influence key decision makers in organisations.
- Excellent communication skills and not be afraid to have that difficult conversation.
- Experience of working to deadlines in a pressurised environment.
- Ability to organise and prioritise own workload and think outside of the box.
- The ability to work effectively as part of a team, and on own initiative and autonomously.
- Good IT skills. A working knowledge of Windows (Word, Outlook and Excel).
- Must have a full driving license and use of own vehicle as travel throughout the UK will be required.

The Benefits

In addition to your basic salary, we have a competitive benefits package including commission, pension, death in service, 23 days hols (increases with length of service to 26 days), and free car parking.