

Job Title:	QHSE Advisor
Location:	Aberdeen
Responsible To:	Group HSEQ Manager
Direct Reports:	None
Review Date & Rev No	August 2024

Purpose of Job:	<p>To ensure effective delivery of the required levels of HSEQ performance related to HSEQ Assurance targets, objectives and KPIs, whilst fostering &amp; promoting a continuous improvement culture.</p> <p>Working closely with the Group HSEQ team to ensure consistency of policy and approach, ensuring overall group governance and compliance to Hydrasun's Integrated HSEQ management system, and specifically to the ISO14001, ISO45001 &amp; ISO9001 standards.</p> <p>To provide professional support to all internal and external stakeholders (employees, customers, suppliers, regulatory bodies, accreditation bodies, and approval bodies).</p>
Key Areas of Responsibility & Accountability:	<ul style="list-style-type: none"> <li>To ensure Hydrasun maintains overall compliance with the standards, processes and procedures within Hydrasun HSEQ management system.</li> <li>Play a key leadership role in driving HSEQ principles throughout the organisation, with a particular emphasis on engaging with, supporting and providing HSEQ guidance to the organization.</li> <li>Promote and foster a strong team culture, driving clear communication and engagement across the Hydrasun group.</li> <li>Participate in internal/external audit and assurance process to ensure that the HSEQ principles sit at the heart of the organisation and that, through driving clear accountability, the requirements of the HSEQ management system are met.</li> <li>Prepare periodic analysis of HSEQ statistics and reports.</li> <li>Complete HSEQ tender proposals and respond to clarifications.</li> <li>Educating and raising awareness with management and staff on the effective functioning of HSEQ across all sites, ensuring a culture of continuous improvement.</li> <li>Ensure effective management of non-conformances including development and implementation of root cause analysis and problem-solving across the organisation, and in turn, using this to ensure a 'Get it right first time' mentality and approach throughout the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>Carry out incident or non-conformance investigations as required into any HSEQ issues and implement any new practices or procedures, as required.</li> <li>To participate and conduct HSEQ meetings with the leadership team, management team and wider workforce.</li> <li>Co-ordinate the progression and effectiveness of immediate, corrective, preventative and improvement actions resulting from customer complaints, non-conformances and audits, and provide analysis on the root cause.</li> <li>Provide general HSEQ training where required for staff.</li> <li>Occasional site visits are required.</li> </ul>	
Interfaces (Internal/External):	<ul style="list-style-type: none"> <li>Group HSEQ Manager and Advisors</li> <li>Group Operations Director</li> <li>All managers within Hydrasun HQ and all other branches/locations throughout the group</li> <li>Customers / Suppliers / Government and Regulatory Bodies</li> </ul>	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>NEBOSH General Certificate</li> <li>Internal Audit Qualification (ISO 9001, ISO 14001 or ISO 45001)</li> <li>Secondary School Education</li> </ul>	<ul style="list-style-type: none"> <li>Lead auditor qualification for (ISO 9001, ISO 14001, ISO 45001)</li> </ul>
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>Working to the ISO9001, 140001 &amp; or 45001 standards.</li> <li>Root cause analysis</li> <li>Experience working in a similar HSEQ role within a production/engineering environment.</li> </ul>	<ul style="list-style-type: none"> <li>Suppliers Auditing</li> <li>Report and procedure writing.</li> <li>HSE legal compliance</li> <li>ESG/Sustainability</li> </ul>
Key Attributes	<ul style="list-style-type: none"> <li>A good understanding of the importance of driving clear accountability in the context of compliance with HSEQ processes, procedures and standards.</li> <li>Demonstrable track record of achievement in the delivery of HSEQ performance targets.</li> <li>Experience and strong track record of achieving continuous improvement and increased efficiency and effectiveness in the context of best practice in HSEQ assurance.</li> <li>Strong interpersonal skills with the ability to take the lead and deliver innovative solutions in the context of continuous improvement.</li> <li>Strong leadership skills to achieve the stated purpose of the role, with the ability to clearly communicate and engage with the wider organisation.</li> </ul>	

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to cooperate with all reasonable requests.  
If the changes are deemed to be longer term, then this job description will be revised.

Signature of Job Holder: \_\_\_\_\_

Date: \_\_\_\_\_



Name in Capitals (

## JOB DESCRIPTION

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Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Capitals ( )