

Role Profile

Job Title: Health & Safety Advisor
Department: Risk & Compliance
Reports To: Group Operational Risk Manager
Ref: Ref-050, V2 – 21 April 2020

Role Overview

This role will be responsible for advising and guiding the Health & Safety function by leading a cross business plan to ensure the compliance of all Monaghan Mushroom Sites with regulatory requirements in each jurisdiction as well as implementation of best practice approach.

Main Duties

- Develop, manage and implement the Health & Safety plan for the Monaghan Mushroom Group.
- Champion and promote the Health & Safety agenda / positive culture across the group through proactive communication and the development of relationships with key stakeholders.
- Support each site management team in the strategic planning process by ensuring each takes cognizance of our Health & Safety responsibilities.
- Maintain and publish key management information including Health & Safety KPIs.
- Co-ordinate and manage a programme of risk assessments and Health & Safety Audits across all locations / divisions
- Proactively advise each site management team on:
 - a. Achieving required performance standards for Health & Safety KPIs and provide monthly feedback report
 - b. Ensuring the consistent implementation of the Health & Safety Policy across all locations/ divisions
 - c. Ensuring the central accident reporting system in place is monitored and reviewed
 - d. Update site specific Health & Safety policies and safety statements
 - e. Completion of site audits including regulatory and customer, to the relevant standards and implementation of required actions
 - f. Interpreting and advising on the implementation of specific legislation
 - g. Completion of Risk Assessments including those associated with Fire Risk
 - h. Delivery and completion of internal Health & Safety Training
 - i. Devising, implementing and auditing relevant compliance systems
- Proactively manage investigation into accidents and incidents:
 - a. Causes and circumstances of accidents taking necessary steps to prevent re-occurrence
 - b. Monitor and assist with the management of claims, liaising with third parties as required
- Advise in respect of all Health and Safety Aspects and control occupational risks
- Ensure each site has a Health & Safety Committee with the relevant number of Safety Reps and regular monthly meetings are held
- Work to minimise operational losses, occupational health problems, accidents and injuries across all sites
- Keeping up to date with new legislation changes affecting our industry and maintaining working knowledge
- Advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery, and occupational diseases

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Builds Teams - works collaboratively and influences effectively across operational management
- Manages Performance – Follow up with each site within the Monaghan Mushrooms Group to ensure set targets are achieved
- Develops People - delegates responsibility appropriately and prioritises training
- Leads Authentically – always delivers on work pressures, instils confidence, encouraging and supporting others to cope with challenging situations
- Acts Commercially – promotes the Health & Safety agenda in a sustainable and commercial way, working within cost parameters and demonstrating that commercial implications are understood
- Customer Focus – manages internal customer expectations, gauges impact of own work area on customer satisfaction and quality
- Solves Problems – considers the whole problem / process when diagnosing problems, fixes the root cause, thinks on feet when required
- Plans and Organises – develops project and work plans to manage specific areas of work as required, defining tasks and responsibilities, timelines and milestone dates
- Communication - Builds a culture of two way communication flow; uses communication to create energy and enthusiasm in the business and to inspire commitment; develops industry networks that benefit the company

Experience and Qualifications

- Qualification in Environmental Health, Quality, Health & Safety or related discipline.
- NEBOSH Certificate is advantageous but not essential
- Train the Trainer is advantageous but not essential
- Minimum 3 years' experience in a similar role.
- Experience of influencing management teams on Health and Safety related issues.
- Knowledge of Health & Safety regulations in Ireland and UK, with an appetite to gain an understanding across Europe and North America

Other Role Requirements:

- Full driving licence
- Valid Passport (no travel restrictions)
- Ability to travel routinely to all Monaghan Mushroom sites

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact