

Job title: SHEQ Advisor	Location: Remote
Department: SHEQ Reports to: Senior Health & Safety Manager	No. of direct reports: 0 No. of non-direct reports: 0
Grade: E1	
Purpose of role	
<p>Morrison Data Services are looking for a SHEQ advisor to join the team. This role covers the northern region.</p> <p>You'll support our Energy Data Contracts and clients and will be responsible for all SHEQ administration and conduct audits and inspections across the contracts. You will also provide advice and guidance to all staff so that they are fully aware of their obligations concerning company, legislative and best practice policies, producers and practices. Working alongside the Senior Health & Safety manager you will be required to provide management information of all H&S related actively within Morrison Data Services.</p> <p>This role reports directly into Senior Health & Safety Manager. This role is home based.</p>	
Key responsibilities	
<ul style="list-style-type: none"> • Operating a plan, do, review approach for SHEQ provisions as directed, administer, support, give guidance and maintain systems across Energy to drive a positive, embedded culture to achieve targets under Safety First, Safety Always banner. • Co-ordinate the monthly and annual SHEQ reporting returns to the Senior Health and Safety Manager and ensure that corrective actions are implemented for any under performance. • Provide a high quality, customer focused service that is responsive to customer needs. • Take responsibility for the co-ordination and compliance for all audits. • Planning & undertaking audits, working with auditors to identify internal controls, working with senior management to provide corrective actions for any non-conformity and closing out the audit. • Establish and maintain effective working relationships with peer groups and key internal stakeholders. • Role holder will future proof themselves and MDS through a robust Continuous Professional Development plan • Attend management forums to discuss SHEQ performance including progress updates and planned/future implementations/developments. • Escalate issues to the Senior Health and Safety Manager concerning situations which could lead to legal sanctions or prosecution by enforcing authorities. • Ensure appropriate management of compensation liability and workplace rehabilitation cases. • Investigate and provide remediation and corrective actions all near misses/incidents/accidents/unsafe working practices occurring across both contracts and ensure all incident reports are adequately completed and filed. • Plan and implement a schedule of inspections and audits to ensure the MDS Energy business complies with ISO45001, ISO14001 and ISO9001 standards and other MGroup standards • Informing the line manager of any potential hazards and risks. 	
Specialist qualifications, skills & experience	
<ul style="list-style-type: none"> • ISO45001 & or 14001 HSE auditor experience or qualification • NEBOSH National Certificate • The ability to builds working relationships with customers and colleagues and works with colleagues to achieve team goals. • Plans own workload and schedule • The ability to takes ownership of customer requests and issues and sees them through to conclusion. • Ensures that the right equipment and resources are available to do the job <p>Desirable:</p> <ul style="list-style-type: none"> • Graduate Member Grad IOSH or Chartered Safety Practitioner (CMIOSH) • Diploma in Occupational Health & Safety or equivalent • NEBOSH National Certificate/Diploma in Environmental Management 	

Diversity and equal opportunities:

Morrison Data Services is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our commitment is to provide a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

We want our employees to feel healthy and supported at home and at work, which is why we offer access to our employee assistance programmes as well as our Online GP Service, 24 hours a day, 365 days a year.

We are committed to tackling inequalities and creating a diverse and inclusive business and that starts from the moment you apply to join us.