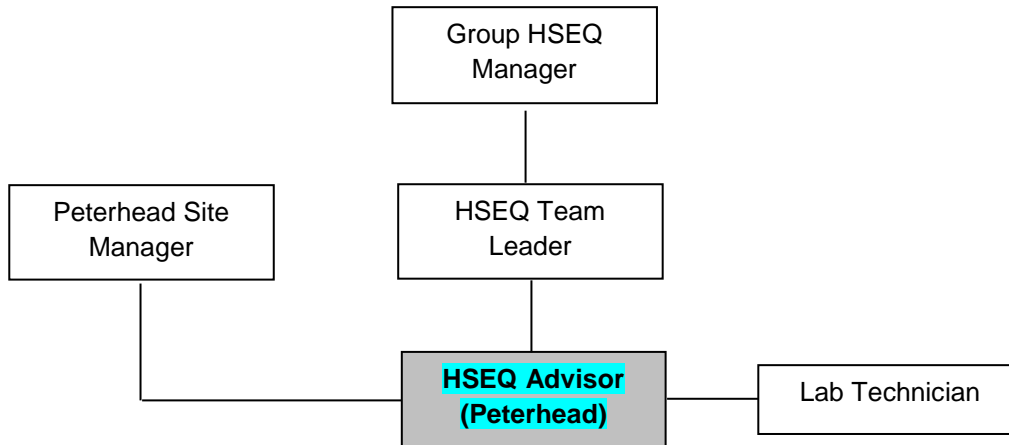


Job Description

Job Title:	HSEQ Advisor	Function:	Group HSEQ
Department:	HSEQ	Location:	Peterhead
Created by: (Job Title)	Group HSEQ Manager	Date: (Created/ Last Reviewed)	30/07/2018

1. Reporting To:



2. Job Purpose:

- To ensure that the day to day systems of work and culture onsite are continuously improved and aligned to achieving the Group objectives of Zero Lost Time Incidents and minimizing other incidents and NCRs
- Ensure, in conjunction with the wider Site Management team, all staff adheres to all relevant HSEQ management system procedures, work instructions and safe systems of work
- Ensure compliance with site PPC, other regulatory and internal requirements
- Complete and submit facility HSEQ statistics on a monthly basis for inclusion within the overall company monthly statistics
- Effective management and development of direct reports
- As a key member of the Peterhead site management team contribute to the continuing development and commercial success of the business unit
- Provide assistance to Group HSEQ on ad hoc projects, as required
- Ensure effective communication of all HSEQ matters to local management and personnel, Group HSEQ and relevant third parties

3. Key Responsibilities:

Health & Safety:

- Continuous development and implementation of the Management System through safe systems of work, specifically incorporating HSEQ procedures, policies, work instructions, risk assessments for the Peterhead site in conjunction with Group HSEQ and Site Manager.
- Ensure, in conjunction with Group HSEQ and site management, that all staff adheres to all relevant HSEQ management system procedures, work instructions and safe systems of work.
- Ensure management system has relevant provisions to demonstrate compliance with all applicable licenses, regulations, codes of practice etc and site working practices are aligned to this system
- Ensure that all HSE incidents, accidents and near misses are reported in a timely manner, investigated and suitable actions implemented to prevent reoccurrence
- Deliver effective communication to the Peterhead team with regard to HSEQ performance, learning outcomes and improvement actions
- Assist Group HSEQ:
 - in the development of HSEQ procedures, policies and standards that form the Group HSEQ Management System
 - by undertaking health and safety audits and inspections at our Group sites and offices.

- with provision of HSEQ reporting related to the Peterhead site
 - Assist in the continued development of a safety culture at the Peterhead site and within the Group.
- As required, seek support and advice on Health and Safety aspects from Group HSEQ

Quality:

- Responsible for the continued implementation of the quality management system in accordance with ISO9001.
- Ensure, in conjunction with site management, that all staff adheres to all relevant HSEQ management system procedures and quality standards.
- Undertake internal quality audits
- Carry out critical vendor audits and assist in the evaluation of critical vendors and contractors
- Ensure that all NCR's/CAPA's are reported in a timely manner, investigated and suitable actions implemented to prevent reoccurrence.
- Assist with the inspection of equipment returned from offshore.
- Review equipment prior to load out to ensure compliance with delivery manifest and customer requirements.
- As required, seek support on Quality aspects from Group HSEQ

Environmental:

- Support/oversee the implementation of the ISO 14001 standard at UK sites (if applicable).
- Ensure, in conjunction with site management, that all staff adheres to all relevant HSEQ management system procedures and environmental standards
- Participate in environmental audits, including sub-contractors.
- Ensure compliance with site PPC.
- Review and advise on PPC changes for all TWMA sites
- Oversee/manage the environmental compliance requirements for all TWMA UK sites;
- Prepare applications for new UK licenses and variations for existing licenses to support TWMA's business growth and development;
- Support the Lab Technician with all site PPC compliance sampling, other relevant sampling (eg: offshore/third party) and other HSEQ guidance if and when required.
- Liaise with environmental regulators as required during meetings, audits and inspections.
- Complete regular audits and inspections to evaluate compliance with all legal and permit/license requirements.
- As required, seek support on Environmental aspects from Group HSEQ

Liaise with clients, regulators and other third parties:

- Develop/support HSEQ initiatives, goals, objectives and targets under the direction of the Peterhead Site Manager and the Group HSEQ Manager
- Participate in client and other third party audits/RFI's as required.
- Support the ongoing certification of management system through participation in third party audits.
- Liaise with relevant regional industry regulators.

Management of Personnel:

- Ensure that the local HSEQ team is adequately resourced and trained to deliver the requirements of the function
- Manage direct reports on a day to day basis including determining workload, priorities and performance

4. Qualification(s) & Training (E – Essential / P – Preferred):

Essential:

- NEBOSH Certificate or equivalent.
- Training in ISO14001 and ISO9001.
- Internal Auditor ISO9001 qualification

Preferred:

- Educated to Degree level in a relevant discipline

5. Experience(s) (E – Essential / P – Preferred):

Essential:

- Proven track record in the review and creation of HSEQ procedures, policies, work instructions, risk assessments, etc.
- Quality and auditing experience.
- Excellent working knowledge and understanding of HSEQ Legislation.
- Working within the oil and gas or energy industries.
- Experience with certification audits.
- Working with multi-disciplinary teams.
- Working with staff at all levels within an organisation.
- Proficient in Microsoft Office.
- Experienced in goods inward inspection
- Experience and knowledge in dealing with PPC permits for licensed sites.

Preferred:

- Mechanical / hydraulic / electrical background or interest.

6. Knowledge, Skills, Abilities & Competencies (E – Essential / P – Preferred):

Essential:

- Highly organised and ability to manage competing demands.
- Drive and Dedication.
- Ability to work independently.
- Ability to identify and apply relevant Health & Safety legislation, codes of practice and guidance.
- Dedicated to promoting a positive image of the company.

Preferred:

None Identified.

7. Complying with Procedures:

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with the HR Department to assure compliance with current employee law legislation and employment contract and keep up to date with other current legislation, legal requirements and regulations that apply to the company.

Note: The duties as described herein are intended as a guide only, and it should be understood that operational demands may at times necessitate that an employee performs duties not included in this description.