

JOB DESCRIPTION**Senior HSE Advisor****REVISION: 1.0 DATE: 05/03/2019****REPORTING LINE**

The HSE Advisor will report directly to the QHSE Manager, with functional reports to Well Engineering and Operations.

LOCATION

Office based at Well-Safe Solutions facility in Aberdeen

There will also be the requirement to visit and work at other company locations or supplier's premises as required.

ROLE

The HSE Advisor's responsibilities are to include the facilitation and management of the company's integrated Business Management system to levels that will successfully achieve the requirements of all interested parties including customer, regulatory and certification authorities/providers.

KEY RESPONSIBILITIES

It is implicit that the roles and responsibilities described within this job description are to be delivered in accordance with Well-Safe Solutions business principles, management systems, work processes and procedures while complying with all applicable regulatory standards and requirements

The HSE Advisor will:

- Support and maintain HSE Audit and Business Improvement plans
- Facilitate and support Independent Verification body, Approval body, External Provider and/or Interested Party Audit and Assessment activities
- Facilitate Crew On-boarding safety leadership inductions
- Monitor and support the timely close out of Non-Conformances, Corrective Actions and Management of Change Reports
- Support QHSE Investigations, Root Cause Analysis and the ongoing monitoring of preventative measures
- Facilitate the delivery of HSE Knowledge and competence initiatives
- Support Asset transition planning and activities
- Attend and participate in HAZOP, HAZID, SIMOP's sessions
- Validate and verify SEMS related plans as per documented procedures

- Review and maintain Safety Cases and SEMS
- Actively support Emergency response duties
- Support and mentor onshore and offshore HSE resources
- Provide HSE support for Marine operations
- Support Occupational Health and Environmental monitoring
- Act as Focal point and Liaison with offshore safety representatives

KEY OUTCOMES

HSE Culture of Excellence

Through proactive Human factors & Behavioral based safety methodologies, including:

- Inductions completed to meet the onboarding schedule(s)
- Accident/Incident prevention through Improved Hazard identification and control initiatives
- Inductions completed to meet the onboarding schedule(s)
- Effective reporting and responses to observations raised through the SEMS reporting systems (i.e. 0 repeat reports)
- Proactive monitoring and engagement with Contractors/External providers

Safety Case and SEMS compliance

- Proactive and reactive monitoring of performance and engagement with personnel,
- Reporting and close out of SEMS actions in accordance with agreed KPI's/timescales
- Provision of Management reports in line with agreed timescales
- Verification and Approval body compliance (i.e. 0 x Major N/C)
- Provision of HSE deliverables required as part of Project HSE plans
- Compliance with approval body and regulatory requirements (i.e. ISO 9001:2015, ISO 14001:2015, 45001:2018)

LIMITS OF AUTHORITY

Full responsibility for all operational activities within the philosophies and constraints laid out in the job description.

The company reserves the right to amend or change the activities listed, taking into account the job holder's qualifications and experience to enable the business needs to be met.

KNOWLEDGE & COMPETENCY

Industry knowledge is a critical element to the effectiveness of the role describe.

Training and support are to be provided to the job holder, but as a minimum the following core elements would apply:

ESSENTIAL

- Experience in Rig Operations
- Minimum 8 yrs. experience in the Management of QHSE Managements systems
- Certified Internal Auditor Training as recognised by IRCA
- Certified Lead Auditor Training as recognised by IRCA
- Health and Safety Qualification at NEBOSH General Certificate level or equivalent
- Investigation and Root Cause Analysis Training
- Experience in the use of Software packages for the implementation of a QHSE MS

DESIRED

- Knowledge and experience of Well Plug & Abandonment and/or Decommissioning activities
- CPD maintained in accordance with relevant Professional bodies (i.e. CQI, IOSH, IEMA)
- UK minimum safety training (i.e. BOSIET, MIST etc)