My job saves lives at sea by…
Embedding a proactive QSHE approach across the RNLI that keeps our people safe and our organisation compliant.

Team
Sustainability, Risk & Compliance

Responsible to
Senior QSHE Manager

Responsible for
N/A

Job Overview
Advising and assisting management in all applicable Quality, Safety, Health and Environmental matters by providing advice across the RNLI, both afloat and ashore, with staff, volunteers and Contract business partners. Working collaboratively so that line managers can be responsible for achieving their own QSHE targets within their departments.

Key Responsibilities

- Act as the RNLI’s ‘local’ expert on Quality, Health, Safety and Environment (QSHE) matters and act as lead for coordinating SHE activity within the area
- Manage SHE projects where applicable, including initiatives, policies and programmes
- Although, predominantly an area role, flexibility required to support the QSHE needs of the whole organisation
- Advise and assist managers in complying with policies and QSHE best practices. Make proactive use of QSHE incident and assurance data to identify targeted, collaborative interventions with local and regional managers
- Engage with teams and individuals to lead and promote positive QSHE behaviours.
- Triage and facilitate QSHE incident investigations and liaise with Investigation Team as appropriate
- Undertake QSHE inspections and audits and agree action plans on issues identified with management.
- Assisting the RNLI with the implementation and management of appropriate management system frameworks and provide subject matter expertise and support to assurance activities across the RNLI.
- Provide monthly QSHE updates to SHE Policy Manager highlighting areas of good practice, areas of weakness and action taken / required to make improvements to reduce risk and raise standards.
- Assist with local training delivery where required.
- Advise and assist with production of specific risk assessments, method statements and safe systems of work.
- Liaise with Fire Risk Assessors to ensure maintained and updated as appropriate.
- Be a point of contact for advice and guidance for SHELLS (Safety, Health and Environment Local Liaisons). With local managers, lead the local rollout, support recruitment and development of SHELLS.

<table>
<thead>
<tr>
<th>RNLI Behaviours</th>
<th>Level required</th>
<th>Job Specific Competencies</th>
<th>Level required</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNLI values</td>
<td>One level only</td>
<td>Health and Safety (team Specific)</td>
<td>2</td>
</tr>
<tr>
<td>Driving improvement</td>
<td>3</td>
<td>Project Management</td>
<td>2</td>
</tr>
<tr>
<td>Achieving results</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with people</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Self</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial awareness</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory Requirements</td>
<td>Level required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safeguarding</td>
<td>General awareness</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Qualifications required
Essential – GradIOSH or equivalent
Desirable – Auditing qualification and Quality Assurance experience

Experience required
Experience in a SHE advisory or management role in a multi-location organisation. Experienced user of MS Office (Word, Excel and PowerPoint)

Suitable for someone who
Has the ability to inspire, influence and adapt and has a ‘can do’ attitude. Is happy to travel as applicable to the role.

Not suitable for someone who
Seeks to work in isolation and does not have an appreciation of organisation wide implications of actions, or who wants to deliver all the solutions themselves rather than empower others to deliver. Not suitable for someone who does not like a constantly changing environment.

Version Number: 1
Date Job profile updated: 01/03/2019
Date Job profile issued: 12/03/2019