

Job Description

Position: Health & Safety Officer

Location: Belfast

Contract type: Full time, permanent

Salary: Dependent on experience

Role

Reporting to the Health & Safety Manager, the main purpose of the role is to support the delivery of effective health and safety systems in a busy industrial port environment.

Main Responsibilities

- Carry out periodic inspections, audits, site visits
- Monitor and maintain the company's training and equipment certification/records
- Develop risk assessments and standard operating procedures
- Participate in incident investigations, collect witness statements and prepare incident reports
- Assist with procurement and sourcing of PPE
- Assist in the maintenance of the company's ISO accreditation
- Administrative tasks in connection to H&S related information and documentation

Essential Requirements

- NEBOSH or third level qualification in Health and Safety
- IOSH Membership
- Ideally a minimum two years related experience in an industrial environment
- Self-motivated with the ability to prioritise and work independently
- Strong communication and IT skills
- Full driving license

Skills

The successful candidate will be able to demonstrate the following:

- Excellent interpersonal skills – confidence to communicate standards and requirements with a wide range of people
- Superb eye for detail
- Flexibility and commitment, due to the nature of the role

How to apply

Please complete and submit the application form via www.scruttons.com/vacancies.