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| **Job Title:** | **Health & Safety**  **Specialist** | **Reports To:** | | **SHEQ Manager – UK** |
| **Operating Country:** | **UK** | | | |
| **Job Purpose:**  To work collaboratively with the Operational teams to deliver the Health and Safety site plan and maintain the Safety Management System to the accredited standard (ISO 45001)  To provide competent advice and guidance to the Site Leadership Team, and employees at all levels, to ensure the highest possible standards of safety and health are achieved and that both legislation and Oatly’s Health and Safety Policy is complied with  To actively promoting a calendar of preventative health and safety activities  The role is the most senior safety & health focussed role on the site and will be accountable for all activities on a 24-hour, 7 day a week basis covering both the inbound and outbound supply chain  **Principal accountability areas**   * To promote a postive safety culture and ensure the UK site is a safe place to both work and visit * To implement a robust site Health, Safety and Environmental Management System which is in line with the Oatly framework and monitor its implementation * To develop short-term and long-term health and safety objectives for the site and agree these with the SHEQ Manager and Director of Plant Operations * To facilitate the delivery of local safety and health objectives and the continued development of an ongoing strategy which is aligned with the Oatly strategy * In conjunction with the People and Business Partner, manage the calendar of health surveillance, ensuring that the agreed medical checks are both completed and recorded appropriately * To develop and manage the fire arrangements for the site including extinguishers and sprinklers * To assist the Leadership Team in setting SMART health and safety objectives for their teams * To advise the Site Leadership Team on establishing and maintaining a safe approach for existing and new activities * To be actively involved in the management and reduction of risk within the business and manage the property risk and business interruption insurer program * To establish and report against the key KPIs' and encourage Departmental Heads to achieve their targets * To ensure that the level of accidents remain consistently below the agreed target level * To track progress and set priorities that prevent both accidents and incidents and reduce employer liability claims * To manage the health and safety related civil claim system * In conjunction with the People and Business Partner, ensure training provision is in place for the site teams and that safety and health training and coaching is continually being developed and implemented * To develop and undertake external and internal audits ensuring continual improvement in all areas of responsibility across the Site * To represent the site externally and liaise with authorities and certification bodies as required | | | | |
| **Structure** | | | | |
| **Dimensions:**   * **Accountable for** Safety and Health on a 24/7 operational manufacturing site * Co-ordination of safety and health **audits** and activities to ensure continued process improvements. * Focus of activities is **immediate to short term** – now to 1 year * No direct reports. c220 employees on site | | | | |
| **Skills, Experience & Qualifications**  ***Essential***   * NEBOSH Diploma or equivalent in Occupational Health and Safety. * Member of an approved safety organisation – e.g. Chartered Safety Practitioner (CMIOSH). * Previous Health & Safety Experience gained within manufacturing. * Understanding of current and proposed Safety Legislation and relevant standards. * Knowledge and experience of Property risk management, Business continuity and Business risk management * Good working knowledge of Environmental policies and procedures * Knowledge and Experience of ISO14001/45001 management systems * Confident with a solution focused approach to Health and Safety. * A team player with a ‘can do’ attitude; ability to interface and influence people at all levels of the organisation. * Strong facilitation, organisational and project management skills, with the ability to prioritise workload and multi task coupled with an attention to detail. * Good Microsoft Office skills (specifically Word, Outlook, Excel, PowerPoint). * Strong communication skills, both written & verbal. * Ability to learn and undertake new responsibility areas. * Experience of working with cross-functional teams * Significant exposure of working within a Company having a continuous improvement-based culture * Can evidence setting clear direction and striving to have the great possible impact * Structured and can demonstrate a willingness to measure results in quantitative as well as qualitative terms * Comfortable with ambiguity and is energized by the process of building something lasting from the ground up   ***Desirable***   * Experience of working within a 24/7 Food environment * Experience in BRC/ISO 22000 and other Regulatory Audits * Experience of setting up a new manufacturing facility * Environmental qualification * Train the trainer qualification * Knowledge of British Safety Council 5 Star audit standard * Ergonomic qualification * Lead auditor status. | | | | |
| **Key Accountabilities**:  **Safety & Health Management**   * Plan and review the risk assessments completed and be accountable for the site risk register and action plan * Ensure that data is effectively collected and that this is turned into data which can be used to identify the root cause * Develop & undertake subject specific internal Health & Safety audits as required * Coordinate, produce and action the GAP analysis corrective action against all key safety and health business audit standards i.e. British Safety Council and Insurance audit standards. * Maintain an up-to-date knowledge of legislation and good practice and translate this in to practical solutions for the business. * Assist in the developing, implementing and reviewing of the company’s Health and Safety policies and procedures. * Together with the Environmental Specialist, plan and facilitate the site SHE meetings * Work closely with Leadership team and the Operational Team and coach them on Health and Safety Issues as appropriate. * Be responsible for defining the requirements of the Occupational Health Surveillance Calendar and also defining the Safety and Health content for the site Communications Calendar. * Build working relationships with the Leadership and Operational Teams to encourage honesty and co-operation on H&S matters as well as to drive continuous improvement areas of focus and ensure successful delivery of local site strategy objectives. * Assist all teams in identifying areas where the prevention or reduction of incident rates or work-related ill health can occur setting in conjunction with Departmental Heads, effective KPI’S aimed at reduction of accident trends. * Introduce systems to allow leaders, managers and first line managers to focus on core aims set out in strategy document to enable them to identify real safety issues affecting all staff and the organisation. * Take responsibility for investigating and reviewing significant accidents and incidents and the identification of solutions to prevent a reoccurrence. Drive the close out of issues and non-conformances * Deliver the Health & Safety message to a constantly evolving business and a growing workforce. * Be part of the emergency response group in case of any serious safety incidents * Escalate high risk safety and health/non-compliance issues with recommendation(s) directly to the SHEQ Manager, Director of Plant Operations and Global SHEQ Manager as appropriate. Engage in joint decision making as required.   **Cover provided for Holiday and Illness by***:* Environmental Specialist | | | **Budget Preparation and Control**   * Monitor safety and health spend against the budget  Additional Duties   * Responsible for making instantaneous decisions on Health and Safety issues which could affect production and / or ongoing operations where there is a risk of serious or imminent danger or business risk. On rare occasions this could require an operation to cease until corrective action is taken, for example; damaged guarding leaving a machine in a dangerous state.   **Output Measures/KPI’s:**   * Number of accidents * Number of observations * Audit results | |
| **Guiding Principles**   * **Get in the Game** * You ensure clear purpose, direction and objectives for your team * You anticipate roadblocks and help remove them for your team members * You know your stakeholders and their expectations on you and your team * You handle the urgent stuff without losing focus on the work that will have the most impact * You support people to get up to speed and thrive as rapidly as possible * You foster ownership and leadership in those you lead by giving context, trust and guidance * **Feel at Home** * You role model authenticity, being open with vulnerabilities, flaws and struggles * You encourage and validate team members to express themselves fully * You are approachable and listen empathically when team members need support * You foster a culture of appreciation and celebration of each other and the work * You guard and stand up for the team’s shared agreements and norms * **Listen for Clues** * You practice genuine active listening (ask curious questions and listen to understand rather than listen to respond) * You use a coaching approach to support team members to find their own solutions to challenges * You foster a culture of asking for and offering feedback – and support this with guidance and structure where needed * You encourage and role model fierce curiosity – about people, problems, possibilities, etc. * **Be Fearless** * You show and share your own fears and make it normal for others to do the same * You dare to take decisions and actions even when outside your comfort zone * You support team members to dare to take bold, purposeful, creative decisions/actions * You dare to examine and deal with your own resistances and fears * **Embrace the Unknown** * You facilitate yourself to embody calm, focus and steadiness, even in chaotic circumstances * You normalize, invite and talk about the discomfort that comes with uncertainty and rapid change * You empower your team members to take action and make decisions, even in uncertainty, by providing context, trust and guidance. * You dare to experiment and prototype – trying out bold new things in order to learn and iterate rapidly * **Respect Time** * You create clarity of intention and desired outcomes when planning meetings – and encourage others to do the same * You design and facilitate purposeful meeting formats that make the most of the time * You empower team members to make purposeful choices about how to use their time (e.g. say no to meetings where they will not add value!) and role model this yourself * **Use Your Judgement** * You approach problems with curiosity, empathy and a drive to understand * You ground your decisions and actions in principles and value and best interests of the whole * You take decisions with confidence AND with humility and readiness to be proven wrong * You have a strong (and continuously developing) awareness of your own blind spots, and biases * You draw on your network (within and beyond Oatly) to actively seek insights, perspectives and feedback * **Welcome Failure** * You role model expressing uncertainty, taking risks and speaking openly about failure * You support and guide team members to share learnings that come from challenges and failures * You lead processes like retrospectives / reflection meetings that support your team to extract actionable insights | | | | |