



## Job Description – Health & Safety Officer (HSO)

<b>JOB TITLE</b>	Health and Safety Officer (HSO)
<b>DEPARTMENT</b>	Operations Department (the H&S team is part of the Operations Department)
<b>LOCATION</b>	London based with regular travel between Northampton and Basingstoke offices and sites across the country
<b>MOLA GRADE</b>	MOLA Grade 2.2
<b>CONTRACT TYPE</b>	Permanent (subject to a 6 month probationary period)
<b>HOURS</b>	37.5 hours per week, working pattern as agreed
<b>RESPONSIBLE TO</b>	Health and Safety Manager
<b>RESPONSIBLE FOR</b>	No direct line management responsibility
<b>OVERALL JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• To help ensure MOLA compliance with current and future health and safety legislation and best practice</li> <li>• To help ensure the safe management of MOLA premises, projects and operations</li> <li>• To help ensure the health, safety and wellbeing of MOLA staff and other stakeholders (e.g. volunteers, sub-contractors, visitors, the public)</li> <li>• To play a key role in ensuring health and safety compliance across all MOLA sites, projects and fieldwork</li> <li>• To assist in the provision and organization of appropriate health and safety training to staff.</li> </ul>
<b>KEY TASKS</b>	<ul style="list-style-type: none"> <li>• Proactive inspection/audit of MOLA premises and archaeological projects to ensure compliance with health and safety legislation and best practice</li> <li>• Completion of audit reports following each site visit</li> <li>• Initial incident investigation and reporting for MOLA in liaison with the Health and Safety Manager as and when required</li> <li>• Conducting MOLA company safety inductions for new staff</li> <li>• Attend Health and Safety Committee and meetings providing reports as and when required to do so</li> <li>• Ensure that risks are fully mitigated for identified Higher Risk activities</li> <li>• Supporting the MOLA project management team to ensure the safety of projects and attend regular site/project management meetings as and when required</li> <li>• Providing guidance and support to all staff on health and safety requirements and best practice to increase health and safety awareness at all levels within the organisation</li> <li>• Responsible for the monitoring the health and safety compliance of MOLA sub-contractors</li> </ul>



	<ul style="list-style-type: none"><li>• Liaison with other client/contractor health and safety personnel and to attend site safety meetings where required</li><li>• To maintain accreditation / registration to Safe Schemes in Procurement (SSIP) and other portals.</li></ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"><li>• The work will frequently be outside in both urban and rural environments</li><li>• The role will require office DSE/Computer/ Keyboard work.</li></ul>
<b>ROLE CONDITIONS</b>	<ul style="list-style-type: none"><li>• A category B driving license is required (6 points or less)</li><li>• Required to maintain a professional CPD record and this will be fully supported by the business.</li></ul>

This job description reflects the requirements of MOLA as at October 2020. This job description should not be taken as an exhaustive description of the role, and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make changes as appropriate to the development of the role and the work of MOLA.



## Person Specification – Health and Safety Officer (HSO)

ESSENTIAL	DESIRABLE	Asses. Method
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Willingness to obtain NEBOSH General Certificate</li> <li>• Willingness to progress to Tech IOSH level</li> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Tech IOSH membership</li> <li>• NEBOSH Environmental Certificate</li> <li>• NEBOSH Construction Certificate</li> <li>• Experience working in construction environments</li> <li>• First aider qualification</li> </ul>	A/I A/I A/I A/I AI
<b>EXPERIENCE AND KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>• Knowledge and understanding of health and safety legislation and best practice</li> <li>• Understanding of the CDM2015 Regulations and the application of</li> <li>• Experience of assessing risk on a construction site environment</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of two years working in a health and safety officer role</li> <li>• Experience of working on live construction sites including highways</li> <li>• Knowledge of archaeological practices</li> <li>• Ability to deliver health and safety training</li> </ul>	A/I A/I/T A/I/T A/I
<b>SKILLS AND COMPETENCIES</b>		
<ul style="list-style-type: none"> <li>• Strong interpersonal and influencing skills</li> <li>• Ability to respond in a calm manner in the event of an emergency</li> <li>• Proven ability to represent the organisation in dealing with external clients</li> <li>• Good written and verbal communications skills</li> <li>• Highly numerate</li> <li>• Sound judgement</li> <li>• Willingness to learn about archaeological techniques and methodologies</li> <li>• Ability to use a range of ICT applications including excel spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• CSCS membership relevant to the role</li> </ul>	A/I A/I/T  A/I/Y  A/I/T A/I/T A/I/T A/I  I/T
<b>PERSONAL QUALITIES/BEHAVIOURS</b>		
<ul style="list-style-type: none"> <li>• Ability to organise workload effectively for the purpose of meeting deadlines</li> <li>• Maintain currency with new and existing health and safety legislation</li> <li>• Willingness to learn and develop health and safety knowledge</li> <li>• Contribution to the development of MOLA's health and safety performance and culture.</li> </ul>		A/I/T  A/I/T  A/I  A/I

**Assessment methods: A = Application, I = Interview, T = test**