

## **Health and Safety Advisor**

**Department:** Safety, Health & Environment (SHE)

**Salary:** Competitive salary, dependent on experience

**Contract:** Permanent, Full-Time

**Office Location:** London Bridge – flexible working opportunities

### **About ENA**

Energy Networks Association (ENA) represents the transmission and distribution network operators for electricity and gas in the UK and Ireland. Our members control and maintain the critical national infrastructure that delivers these vital services into our homes and businesses. As the voice of the energy networks sector, ENA acts as a strategic focus and channel of communication for the industry (<https://www.energynetworks.org/>).

### **Job purpose**

This role will help support the development of ENA's Health and Safety related work programmes, supporting our member organisations on employee health and safety initiatives through policy development, stakeholder engagement and initiating campaigns to provide advice and guidance to employees and members of the public to improve performance.

The role requires close engagement with senior industry members and key stakeholders in governments, regulators and other industry related bodies as well as working closely with internal stakeholders and ENA teams to ensure ENA continually drives innovation and improvement.

The post holder will lead on internal and external engagement, project facilitation, risk reporting, SHE rechargeable budget development and programme management of Occupational Health and Safety initiatives. The role will also provide a technical secretariat function for key industry steering, working groups and task forces. The post holder will support, and co-ordinate other initiatives as required by the Head of SHE to enhance the efficiency and performance of the business.

### **Job Purpose**

Reporting to the Head of Safety, Health and Environment, assist in the successful delivery of the annual SHE Committee Work Plan and ENA Business Plan within budget.

### **Technical and programme management**

- Monitor and report section performance against business plan KPIs; and
- provide technical secretariat to Occupational Health and Safety Committees, working groups and task forces:
  - develop agendas, papers, and organise meetings.
  - provide co-ordination and support for actions and outputs; and
  - facilitate projects that are developed within these groups to deliver value for our members.
- Assist the ENA SHE Committee, National HESAC, and support in the success of delivering outputs in relation to the Electricity industry Health and Safety Strategy 'Powering Improvement'.
- Provide support on the development and reporting of ENAs Business Plan, and quarterly progress reports to support the Head of SHE.

- Work with the Head of SHE to progress the work associated with changes or amendments to UK Health and Safety Regulations.
- Liaise with the ENA Communication ENA External Affairs Team to promote key Occupational Health and Safety messages and support in the management of the relevant sections of ENA websites for SHE and Powering Improvement; and
- Deputise for colleagues as necessary at other industry working groups.

### **Industry H&S Strategy - Powering Improvement**

- Support the SHE Team in the development and implementation of the five-year plan for the Industry's H&S Strategy - Powering Improvement.
- Monitor and report on the Delivery Plan outcomes and outputs, including ensuring the timely publication of Annual Report and SHE Review.
- Lead on the organisation and facilitation of workshops and events.
- Professionally represent ENA at relevant committees/meetings associated with the Powering Improvement strategy, both nationally and at a European Level; and
- Manage any consultancy/contract engagement relating to Powering Improvement.

### **Stakeholder Engagement**

- Professionally represent ENA at external meetings and events in the UK and Europe and external organisations.
- As assessed, respond and/or contribute to wider industry working groups/bodies.
- Manage and respond to SHE enquiries from stakeholders.
- As required, work with companies and external organisations; and
- As required, represent ENA and present to external stakeholders at events, as well as contribute to wider industry bodies on behalf of our members.

### **Person specification**

The ideal candidate will have the following skills and experience:

#### **Key skills:**

- Technical and policy background.
- Experience in the planning, communication, scheduling and delivery of key strategies and policies.
- High standard of written and verbal communication with a variety of stakeholders
- Training and experience in Health and Safety matters including the attainment of key qualifications including the knowledge and application of occupational health and safety management system principles.
- Effective communicator, both orally and in writing - including ability to draft papers, reports, and industry responses; and
- NEBOSH General Certificate in Occupational Health and Safety or equivalent in related field.

#### **Desirable**

- At least three years' experience in the energy sector.
- Energy/Electricity network experience; and
- Experience in a health and safety practitioner role in other sectors.

#### **Competency requirements:**

- Strong organisational skills and the ability to effectively prioritise.
- Ensures policy and procedures are legally compliant and meet quality and safety standards.
- Uses best practice approach to business processes and controls to ensure maximum efficiencies in delivering the business planning.
- Actively seeks to remove barriers to effective internal and external communications and promotes platforms for best practice.
- Networks positively internally and externally and facilitates relationship building through introductions, sharing knowledge and ideas, while maintaining a friendly and approachable communications style.

## **Benefits**

In return, in addition to a competitive salary you will have access to a range of other employee benefits including; 28 days' holiday entitlement; Group Personal Pension Scheme, Annual Bupa Medical Assessment, Employee Assistance Programme and an interest-free season ticket or bike loan.

To apply, please send your CV with a covering letter together with any other documents you feel might strengthen your application outlining why you feel you would be suitable for the role and including details of your current/expected salary to [recruitment@energynetworks.org](mailto:recruitment@energynetworks.org).

Closing date for applications: **30 November 2022**

**No Agencies**