

## Health And Safety Advisor

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Company: Alexander Mae Recruitment

Location: Greater Bristol Area

Category: other-general

Health & Safety Advisor c£35,000 + Car Allowance + Tax Free Bonus + Superb Benefits

Due to the nature of the role you will be required to visit clients sites Office is based in East

Bristol and offers hybrid workingThe Company: Our client is a well-respected and

established business and operates across a number of key business sectors. The company

are customer focused, passionate and love what they do! They genuinely value their employees

and to evidence this are now an employee-owned company.The Job:To support the

provision of health and safety services to clients both locally and nationally, to maintain and

develop a client base, attend, client meetings including annual renewals and acting as an

ambassador for the business at external meetings and events. Meet business response times

and quality standards, making every customer contact a positive experience.Key

responsibilities: Build and maintain effective and positive lasting relationships with clients,

business partners and suppliers Provide a first class service and professionalism at all times

Provide general 'good sense' commercial Health and Safety advice to clients Regularly attend

customer/client meetings to discuss health and safety provision and services Support in

the development of junior H&S Advisor/s and Assistant H&S Advisor/s Create and maintain

documentation for clients such as risk assessments, policies, safe systems of work and accident

investigations Carry out audits against legal compliance and best practice, attend and

contribute to H & S committees Prepare client reports and other documentation on behalf of

the company Maintain an understanding of a company/clients' responsibilities under health

and safety legislation Update internal policies and procedures in line with legislative or

client changes Monitor quality and identify service improvement Attend client renewal

meetings and, meet with clients to address their needs, update them and discuss the service provisions Provide prompt and accurate responses to queries Attend networking events and seminars to represent the business, generate new leads and increase brand awareness Support and provide ideas and content for the health and safety newsletter Report on new clients and any cancellations to the team monthly Work with the Finance department to ensure all work is invoiced accurately and in a timely manner Relationship Management; Build and maintain positive relationships with all clients and key stakeholders and work closely with the group of businesses Qualifications and experience required for this role; NEBOSH National General Certificate (Level 3) Tech IOSH Must have a minimum of 3 years experience in a similar Health & Safety role across a variety of sectors/industries Must have a Full clean driving licence A good working knowledge of Health and Safety Law Experienced and competent in completing risk assessments e.g. COSHH, fire, lone working, manual handling etc Experience in customer facing roles, able to produce detailed reports and action plans and write policies, procedures, safe systems of work, contractor accreditations etc. The Person: Excellent communication, telephone and organisational skills as well as IT literate and experienced in Microsoft packages including Word, Excel and PowerPoint Written accuracy and attention to detail is paramount and a flexible, commercial and sensible approach towards Health and Safety matters Commercially aware of needs of small and medium sized businesses and able to work flexibly Able to use your own initiative in solving problems and work as part of a team The Benefits: 21 days holiday on joining + 1 Family day (22 days in total) + 1 additional holiday day after 1 year's service + 8 days bank holiday, 5% matched Pension, Health Cash Plan, performance related tax-free bonus per annum and the long-term benefit of being part of an employee-owned company. Plus, membership to the company workplace wellbeing benefits programme.

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