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JOB SPECIFICATION

TITLE:

- Safety Executive, Office of Director of Health and Safety

ROLE & PURPOSE:

- To assist Director of Health and Safety to ensure all correspondence is managed efficiently.
- Provide support for the business on cross-functional safety matters.
- Produce Trend Reports.
- Produce reports for the SEG, EG, BSG and Board.
- Assist with the production of an annual safety report.
- Manage the discoveries on behalf of the Director of Health and Safety for the company and liaise with CIE Solicitors and Claims Dept.
- Scheduling of Audits.
- Carry out Audits/RMS assessments.
- Management of the 'Close Out' of recommendations.
- General Administration of the office including budget reporting and management of SAP.
- Provide support for Safety compliance team as required.

REPORTING RELATIONSHIPS

Reports to

- Director of Health and Safety

WORKING RELATIONSHIP WITH

- Director of Health and Safety Team
- Department Heads
- Company Secretary
- CIE Claims and Solicitors Offices
- All Department Managers
- Heads of Safety
- Technical Managers
- Line Managers and Supervisors
- Safety Executives

KEY QUALITIES

Essential:

- Knowledge and experience of safety legislation and audit procedures.
- Good working knowledge of Safety Management Systems, Risk Assessments, Safety Statements and Method Statements.
- Excellent communication and interpersonal skills.
- Good planning and organising skills.
- Report compilation and documentation delivery through the MS Office suite.
- 3rd level Safety and Health qualifications or equivalent or be working towards one.

Desirable

- Knowledge of the Companies structure and business units.
- Working knowledge of Iarnród Éireann Safety Management Systems.
- Audit qualification.
- Investigation qualification.
- Post Graduate H&S experience or qualification.

Competencies:

- Safety Focus & Knowledge.
- Interpersonal Skills.
- Drives for Results.
- Planning, Organising and Delivery.

GENERAL RESPONSIBILITIES:

- **Safety:** To act as a focus for safety in line with the SMS and to discharge your safety responsibilities as outlined by your reporting Manager.
- To ensure that all audits and investigations are properly progressed in accordance with IE and IM/RU policy, standards and procedures.
- To ensure all discoveries are executed thoroughly and in a timely manner.
- **People:** To ensure constant communication with all colleagues within your area and to support the People Management Policy within the DHS team.

SPECIFIC RESPONSIBILITIES:

Safety Management System

- Ensure that all KPI reports are produced accurately and timely.
- You will monitor and review the implementation of recommendations identify any non-compliance with same.
- You will also review the progress with the implementation of all the related actions for any Hazards identified during tours, Method Statements, Risk Assessments and Accident Investigations.
- Verify that all relevant documentation, activities, processes, and systems are compliant with the required standards.
- You will carry out audits on the Safety Management System as instructed by your manager.
- You will be required to assist in the investigation of incidents and accidents as directed.

PERFORMANCE MEASURES

- Producing the periodic reports for the Board, EG, BSC and SRG's
- Providing a periodic report particular to the activity carried out.
- Assisting the Director of Health and Safety in the compilation of papers/briefings for the BSC.
- Assisting in the preparation of Annual Safety Plans for the BSC.