

Occupational Health and Safety Support

Bringing together leading minds and practitioners in the sector, Wessex Archaeology is a trusted archaeology and heritage service provider and educational charity. From our network of international offices, we work in partnership with our clients to deliver sustainable solutions to manage the historic environment - above ground, below ground and underwater. We are committed to our social impact. This means using the knowledge and connections we make through our commercial activities as a catalyst to engage the communities in which we work.

Joining our OHS team will provide you with an opportunity to participate in and experience a broad breadth of projects allowing you to grow your knowledge and capability.

The role – what's involved.

We are committed to providing a safe and healthy working environment for all staff and the OHS team play an integral part in helping underpin the delivery of this commitment.

You will be helping support the team, working across a business with a broad risk profile, from commercial fieldwork to other specialist divisions, including leading edge technology in the marine environment. Working from the ISO45001 standard we offer support to the business including road risk, environmental impact, wellbeing, and occupational health.

Your role will be primarily a data-gathering and coordination role which will be both office and site based within the OHS team lead by the OHS specialist.

Role Requirements

The role requires the individual to have an understanding of the impact of the health and safety requirements of the organisation though not necessarily of the more specialist areas. Experience in a role managing and delivering health and safety documentation, gathering data and delivering information to support the OHS team in delivering the organisational OHS objectives would be an advantage.

Main responsibilities will include:

- Managing and maintaining documentation of OHS monitoring visits, audits, and incident investigation records to ensure information is reported appropriately and records of actions are kept.
- Contributing and communicating about OHS initiatives, campaigns and working groups.
- Reviewing OHS resources and documentation, ensuring they are in date and fit for purpose, acting as a point of contact for information required for project tenders.
- Bringing together OHS initiatives such as training and wellbeing to coordinate actions and outcomes so they are managed and progress appropriately.
- Contributing to the development of communication about OHS; toolbox talks for staff, management briefs, safety alerts, etc.
- Assisting with and conducting some monitoring and audit visits, subsequent data analysis and reporting
- Planning and coordinating information for briefings and meetings.
- Identifying and implementing opportunities for improvement,
- Supporting the induction of new starters

Skills, Experience & Attributes

We think this roles suits those with the following skills, experience, and attributes.

- Able to work both collaboratively with others in the team and across the business

- Able to work independently following instruction and with support from other team members.
- Able to communicate in a clear and concise manner.
- Analytical and creative, with problem-solving, organisational, interpretative and reporting skills.
- Have a professional approach to work, respecting the roles of colleagues, clients and other professionals.
- Confident in using initiative and accountable for decision making
- Hardworking and committed to ensuring work is undertaken correctly and to a high standard.

You play an important role in implementing the company's vision and values, contributing to the preparation and development of projects, estimating resource requirements, developing work programmes and schedules, leading and directing teams, using your initiative to assess appropriate task allocations, and in monitoring work plans.

You ensure that the values, behaviours and expectations of the company are articulated and clear within the project team and amongst your peers you promote collaborative working by being sensitive to the concerns, aspirations and circumstances of others.

Anticipated Individual outcomes and development opportunities.

Successful performance of this role requires team working and engagement with all parts of the company, regardless of team or region. You will contribute towards an established and successful team and the role will give you the opportunity to develop your leadership skills and style, enhanced by your professional skills and experience.

This role will give you an opportunity to challenge your knowledge and stretch your capabilities, experience and understanding, helping to deliver improvements in the business, fully supported by the team and others in the business. It is a job that people aspire to do, and this role will deliver growth and development of 'soft skills' such as the ability to communicate without prejudice, to influence, to motivate, to inspire and to lead.

You will also ensure that sustainability is embedded into the everyday and be a strong advocate for its implementation. This is an opportunity to express the full range of our core values in a unique way.

Overall, the role gives incredible scope for development and progression within an evolving organisation that values collaboration and innovation.

Anticipated organisational outcomes

- Delivers resilience to the OHS team
- Reinforces collaborative behaviour in core activities
- Facilitates coordinated and collaborative information within the team

Key Relationships

Internal	External
Wessex Archaeology staff.	Prospect (Union).
OH&S Committee.	Contractors working for us.
HR and L&D officer	Clients/ Principal Contractor that we work for.
Facilities and logistics team	
Communication team	
Quality specialist	