

Job Description: Temporary Health and Safety Officer



Department: Health and Safety

Job role overview:

Triumph is a global motorcycle design, manufacturing, and sales company. We design all our motorcycles in Hinckley, Leicestershire and manufacture components and complete motorcycles in six Triumph factories across the UK, Thailand, Brazil & India. Triumph combines a professional and practical working culture providing a challenging environment with can do attitudes for all employees.

This role is pivotal in helping Triumph make sense of all Health and Safety Legislation and turning this into policy and practice. This will help Triumph ensure that staff are briefed accordingly and have the right tools to ensure the maximum efficiency and effectiveness.

Reporting to the Lead Health and Safety Officer who is responsible for all Health and Safety activities you will work as member of a small, dedicated team. You will be responsible for monitoring Health and Safety activities and risk assessments; staff development and training activities; pulling together key management information; advising Line Managers on HSE Regulations and identifying opportunities for continuous improvement, adopting best practice and ensuring we work in a safe progressive environment.

Please note that this is Temporary FTC for 6 Months.

Report to: Lead Health and Safety Officer

Location: Hinckley, Leicestershire

Duties and Responsibilities:

- Provide advice, guidance, and support for departmental managers with regards to HSE Regulations and Standards.
- Produce Health and Safety statistics and reports and other internal documents to inform staff as appropriate.
- Contribute to the review of all Health and Safety policies and procedures and ensure compliance across Triumph.
- Perform monitoring activities and risk assessments.
- Support internal projects, including identifying opportunities for improvement and adopting best practice.
- Maintain electronic records and paper-based records to include risk assessments, corrective actions, inductions, and compliance data.
- Arrange staff training and development including refresher courses and delivery of new starter inductions.
- Facilitate and report on accident investigations, implementation and progress of corrective actions and delivery of objectives.
- Complete audits and spot check working processes.
- Support Health and Safety meetings, including agendas, meeting minutes and follow up actions.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

Person Specification: Temporary Health and Safety Officer



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	NEBOSH General Certificate or equivalent.
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook. Excellent organisational and planning skills with the ability to self-manage. Ability to pull together lots of information accurately with analysis and present as required. Strong track record of organising and co-ordinating a range of activities with varying deadlines.	Previous experience of working within an automotive /manufacturing environment. Good working knowledge of HSE regulations as well as Health and Safety practices and procedures. Previous experience in a Health and Safety position. Presenting reports and briefs to a range of audiences.
Personality and Motivation	Self-motivated and resilient. Excellent communication skills, clear and concise written and verbal skills Flexible and adaptable. Ability to adapt to different working environments i.e. manufacturing, sales, office environments. Well-developed interpersonal skills with the ability to engage a range of audiences. Ability to take instruction, to work under pressure and to work effectively to deadlines. Ability to work under own initiative utilising a proactive approach to problem solving.	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible on working hours.	