



<b>Job Title (Vidrala Group)</b>	HSE Officer
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<b>Organisational Unit</b>	Encirc
<b>Business Unit</b>	Health, Safety & Environment
<b>Reporting to (Hierarchical)</b>	HSE Site Lead
<b>Reporting to (Functional)</b>	HSE Site Lead

### Main Purpose of Role

To provide day-to-day coordination and competent advice on health, safety, and environmental matters to the designated function (Glass, Beverages or Logistics). The role ensures compliance with statutory requirements, supports the implementation of the HSE Management System, and drives continuous improvement in line with the company's Zero Harm to People and Environment strategy.

### Key Accountabilities

#### HSE Coordination

- Work with the HSE Assurance & Compliance Manager/Specialist and Analyst functions to maintain and monitor all HSE records, databases, and document control systems.
- Conduct statutory inspections, training, and safety meetings, ensuring completion and follow-up.
- Organise and facilitate inductions, toolbox talks, and awareness sessions.
- Prepare documentation and evidence for internal and external audits.
- Track incident reports and manage the close-out of corrective actions.

#### HSE Advisory

- Provide competent advice to management, supervisors, and employees on compliance with HSE legislation and company policies.
- Conduct risk assessments and method statement reviews, ensuring suitability and adequacy.
- Lead or assist in incident investigations, identifying root causes and recommending preventive measures.
- Monitor operational compliance with safe systems of work and permit-to-work requirements.
- Stay up to date with changes in relevant legislation and industry best practice.

#### Performance & Improvement

- Using HSE performance data, trends and areas of focus, and propose improvement initiatives relevant to the function.
- Support the development and implementation of HSE campaigns and improvement projects.
- Promote positive safety behaviours through coaching and engagement with employees at all levels.
- Conduct HSE audits and inspections, producing clear and actionable reports.
- Liaise with contractors, visitors, and regulatory bodies to ensure compliance and good practice.

### Knowledge, Skills and Experience

#### Essential Functional / Technical Skills

##### Essential:

- NEBOSH General Certificate (minimum) or equivalent recognised qualification.
- 2–5 years' experience in an HSE role with both coordination and advisory responsibilities.
- Knowledge of ISO 45001 and ISO 14001 management systems.
- Strong organisational skills with attention to detail.

##### Desirable:

- Working towards NEBOSH Diploma or equivalent higher-level qualification.
- Incident investigation training (e.g., TapRoot®, ICAM, Root Cause Analysis).
- Experience in manufacturing, logistics, or high-risk operational environments.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".

**Skills & Competencies:**

- Ability to balance hands-on coordination with technical advisory responsibilities.
- Confident communicator with the ability to influence at all levels.
- Strong analytical skills for interpreting data and identifying trends.
- Competence in Microsoft Office and HSE software systems.
- Proactive, self-motivated, and able to work independently under minimal supervision.

**Personal Attributes / Competencies**

- Model the company's **Zero Harm** values at all times.
- Engage positively and visibly with the workforce.
- Promote a just culture, encouraging open and honest reporting.
- Lead by example in following all safety rules and procedures.

**Alignment with our company values:**

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement

**Alignment with our company purpose:**

- Great People
- Great Place
- Great Future

**Impact****Individual Contribution / KPIs**

- % completion of statutory inspections, audits, and training on schedule.
- % close-out rate of corrective and preventive actions within target timescales.
- Number of proactive hazard observations and safety conversations facilitated.
- Reduction in incident frequency/severity rates year-on-year.
- Positive feedback from operational managers on HSE support provided

**Key Contacts**

- Head of HSE, other HSE Officers, Compliance & Assurance Managers/Specialists/Analysts, Site Leadership Teams, Supervisors, Department Managers, HR, Training Coordinators, and Operational Teams.



Value	Leads Self
<b>Commitment to Customers</b> 	<ul style="list-style-type: none"> <li>➤ I am open and honest, I strive to exceed expectations while remaining realistic.</li> <li>➤ My stakeholders can trust me to be honest and supportive.</li> <li>➤ I seek and act on feedback.</li> </ul>
<b>People Commitment and Development</b> 	<ul style="list-style-type: none"> <li>➤ Through reflection I am clear about my own development needs, I seek feedback and support.</li> <li>➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. I respectfully call out any unsafe or disrespectful behaviours, every time.</li> </ul>
<b>Sustainability</b> 	<ul style="list-style-type: none"> <li>➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one.</li> <li>➤ I engage with new initiatives, and I champion our sustainability goals.</li> <li>➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.</li> </ul>
<b>High performance</b> 	<ul style="list-style-type: none"> <li>➤ I understand my part in our company purpose, mission and values.</li> <li>➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets.</li> <li>➤ I approach challenges positively; I respond to changing priorities and maintain high standards.</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust.</li> <li>➤ I use my strengths to support others, I ask for help and welcome input. I am accountable to my team for delivering against agreed standards.</li> </ul>
<b>Innovation and continuous improvement</b> 	<ul style="list-style-type: none"> <li>➤ I am curious and contribute ideas for improvements when I have them, no matter how small.</li> <li>➤ I remove barriers to progress, I start with why.</li> <li>➤ I embrace change, I work with others to make necessary changes possible.</li> </ul>