

## **Health & Safety Specialist – Fixed Term Contract (Maternity Leave Cover)**

**Location: Aurivo House (Sligo), with some travels to Aurivo sites, and possibility of some remote working.**

Aurivo Co-op is a large multi-purpose co-operative engaged in a wide range of activities including dairy processing, liquid milk distribution, animal feed milling, retail stores, e-commerce, garden centres, livestock marketing and sports nutrition. In Aurivo our values define how we operate, employing over 600 people directly and providing employment for many others in wide range of activities including transport & distribution.

### **Opportunity**

Covering for maternity leave, reporting to the Group Head of Operations, the successful candidate will be responsible for the coordinating H&S Group activities working in close collaboration with the Business Units' H&S functions.

### **Key Responsibilities**

- Liaise with various internal and external stakeholders in relation to Health & Safety (H&S) activities
- Develop and implement necessary H&S procedures and policies and ensure compliance with legislation, codes, standards, and industry best practice
- Facilitate sites teams in the execution of planned inspections, risk assessments, training needs analysis, PPE surveys and occupational health & hygiene surveys
- Ensure all accidents and incidents are thoroughly recorded and investigated by Management to identify root causes and ensure that effective corrective actions are taken as required
- Publish monthly reports to management on incidents and accidents
- Work with external medical / occupational health resources to identify, control and provide information to employees on site occupational health hazards
- Maintain records of all relevant H&S documentation, reports, files, forms, etc. using the company's software and a suitable, electronic filing system, such as Sharepoint.
- Monitor and review site specific H&S KPIs
- Train or organise training for staff at all levels on H&S issues and responsibilities, including induction.
- Publish regular communications / pamphlets to sites highlighting H&S issues and best practice
- Support Business with issues relating to Covid-19 (Policies, procedures, compliance with public health guidelines...)

### **The ideal candidate will have**

- A relevant qualification in Occupational Safety and Health
- Strong interpersonal and communication skills with an ability to work with all levels of staff & stakeholders
- Drive for achieving a high standard of work
- Ability to work well as part of a team and to work on their own initiative
- Attention to detail
- Good working knowledge of Microsoft package
- Flexibility in working duties and areas of work

Please forward updated CV to [careers@aurivo.ie](mailto:careers@aurivo.ie) before **09/04/2021**. The company reserves the right to select a shortlist from the applications received.