**MAG Health and Safety (H&S) Consultant**

**Accountable to: Director of Governance and Business Transformation and Chair of the Health, Safety, Security and Safeguarding Committee**

**Reportable to: Head of Global Security**

**Terms of Reference**

**Overall purpose:** To act as MAG's 'Competent Person' to help MAG meet its health and safety legal duties. To be an advisor to and provide support to the Health, Safety, Security and Safeguarding Board Committee to ensure that MAG is compliant with all Health & Safety regulations and follows best practice, where appropriate, in all aspects of Health and Safety.

**To provide competent advice on MAG's UK Health and Safety obligations, including (but not limited to):**

1. To act as our 'Competent Person' for advice and guidance on H&S issues.

2. To plan, implement and embed the recommendations made in organisational H&S reviews relating to MAG in the UK and report to the Health, Safety, Security and Safeguarding Board Committee on progress.

3. To provide a range of support, advice, and guidance to staff in the UK in developing and implementing H&S systems per MAG's Global H&S policy and in compliance with relevant H&S legislation.

4. To review the Global H&S policy and procedure at appropriate intervals to ensure it reflects external trends and internal learning and supports the improvement of policies and procedures.

5. To promote a positive health and safety culture throughout MAG UK. Establish, build, and maintain relationships with key internal and external stakeholders.

6. To be an active member of the MAG Health, Safety, Security and Safeguarding Working Group (HSWG) to ensure that MAG is meeting its duty of care concerning H&S.

7. To keep MAG up-to-date with relevant changes in Health & Safety legislation and to ensure MAG is compliant with the legislation.

8. To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by reporting to the relevant enforcing authority.

9. To be an advisor to and take part in quarterly meetings of the Health, Safety, Security and Safeguarding Board committee *(remote attendance is possible).*

10. Provide reports and recommendations to the Health, Safety, Security and Safeguarding Board Committee.

11. To carry out safety audits at the request of the Health, Safety, Security & Safeguarding Board Committee and advise on the level of internal audit needed to assure ensure compliance with MAG's policies and procedures regarding H&S.

12. To help formulate corrective and preventive action recommendations following accidents/incidents in the UK *(as required).*

13. To carry out and review Health and Safety/Fire Risk Assessments *(as required).*

14. To input into discussions with the Health, Safety, Security and Safeguarding Board Committee on the H&S strategy by identifying how MAG can strive to improve its safety performance and advance the level of safety culture maturity in the UK. (*annually*).

15. To provide H&S advice and guidance to the Crisis and Incident Management Teams (CMTs / IMTs) to resolve critical incidents in line with organisational policies and procedures.

16. To advise and lead on health and safety training needs in MAG UK.

## Person Specification

### Essential Qualifications

- Qualified to NEBOSH Diploma level or equivalent and member of the Institute of Occupational Safety and Health (MIOSH)

### Essential Experience

- Demonstrable experience of Health and Safety (H&S) management in a large, diverse, multinational organisation.
- Experience in supporting managers to resolve a wide range of H&S issues
- Experience in developing and implementing H&S policy, procedures, standards, and systems

### Desirable Experience

### Essential Skills and Knowledge

- Excellent written and spoken communication skills
- Strong analytical skills and ability to identify trends and issues and make recommendations that are practical and realistic.

### Essential Aptitude

- Commitment to MAG's mission, values, and approach.
- Assertive and has a positive approach to empower staff and in their H&S duties.