



JOB DESCRIPTION

DATE:	February 2025
POSITION:	CE CR Trainee HSE Safety Officer
BUSINESS UNIT:	Almac Central Services
LOCATION:	Craigavon
REPORTING TO:	CE CR HSE Manager
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The overall objective of this position is to provide Health, Safety and Environmental support within the Almac Group. The position is primarily concerned with the implementation of safety policies and procedures within the Almac Group.

JOB SPECIFIC RESPONSIBILITIES:

1. Perform Risk/COSHH Assessments as required and review and update current assessments.
2. Carry out regular HSE Inspections and Audits as per agreed schedules.
3. Assist in the delivery of HSE staff development training.
4. Attend and actively participate in HSE Committee Meetings.
5. Ensure any emergency equipment is serviced, maintained and calibrated for use.
6. Actively promote good HSE practices across your area of responsibility.
7. Monitor compliance against Standard Operating Procedures (SOP's).
8. Understand and follow the Company's HSE Policy.
9. Support HSE Safety/Senior Safety Officers and HSE Manager in the development of the management systems.
10. Participant in personal development programmes to advance professional competencies.

Undertake other duties in relation to the position as required by the Company, including working additional hours as require.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the workplace.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description, I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	<p>5 GCSE's (or equivalent) including Maths, English and Chemistry.</p> <p>Educated to A-Level (or equivalent) standard.</p>	<p>Student/Associate Member (IOSH) or Student/Affiliate Member (IIRSM) or equivalent.</p> <p>NEBOSH National General Certificate in Occupational Health & Safety (or equivalent).</p>	Application Form and Documentary Evidence
EXPERIENCE	<p>Previous experience in an industrial setting.</p>		Application Form and Interview
KEY SKILLS	<p>Excellent attention to detail.</p> <p>Effective communication skills.</p> <p>Proficiency in the use of Microsoft Office suite of applications.</p>		Application Form and Interview

ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview