

Working together

Careers with International Workplace

Health and Safety Training Consultant

International Workplace is trusted by some of the UK's leading employers to provide them with friendly, professional support in the areas of health and safety, environmental management and employment relations.

Established in 1995, we have offices in Cambridge and London, and a small back office in Bangkok.

Our prestigious client base is drawn from a range of market sectors including facilities management, professional services, hospitality, further and higher education, and central and local government. Household names like G4S, Kier Group, ITV, BNP Paribas, Cambridge University, Land Securities and JCB rely on us to deliver the highest quality training and consulting solutions to support their operations.

We have won a number of accolades for our work, most recently in September at the APS National CDM Awards 2014, we were crowned CDM Coordinator of the Year for their work on projects for Land Securities PLC, prior to that gaining the Silver Award for Best Online Distance Learning Programme at the Elearning Age Awards 2011, and being shortlisted for Elearning Development Company of the Year in 2013.

We're licensed by a host of professional bodies (including CIPD, IEMA, ILM, IOSH and NEBOSH) to deliver training in the UK and internationally.

We have a strong social conscience and play an active part in our communities, having raised over £30,000 in recent years for good causes.

A profitable and successful company in our own right, we're about to embark on the next phase of growth and we're looking for ambitious people to join us on our journey.

How to apply

Please send your CV with a covering letter or email (ref. **H&S Consultant**) to:

Tar Tumber
Human Resources
International Workplace
110 Hills Road
Cambridge CB2 1LQ

Email: tar.tumber@internationalworkplace.com

Or call us on 0333 210 1995



Job Description

Job title: Health and Safety Training Consultant

What we are looking for

We are looking for an experienced H&S professional to teach and mentor students in accredited health and safety training courses such as NEBOSH General Certificate and IOSH Managing Safely. You enjoy imparting your passion for the subject in the classroom and you have a clear idea of the techniques that can help learners of all abilities grasp the crucial concepts of safe and healthy work.

We are looking for a person who can also offer high-level support to clients and sees training and consultancy work as complementary activities to help client improve. You'll be highly commercial and committed to customer service. You'll be eager for clients to ask you technical questions and anxious to deliver the right answers consistently. You should have a desire to develop constructive relationships with clients that will help grow our H&S practice in the UK and internationally.

You'll already be a leader, or one in the making, someone ambitious but with a strong team ethic. You'll need to be intelligent, commercially aware and persuasive. Ideally, you'll have bags of experience, but attitude is most important.

How you'll make a difference

You'll be stepping into an established team of H&S professionals with a reputation for pragmatic advice and great service.

You will have the opportunity to build on your interests and experiences to develop within the practice and strengthen our service portfolio. Experience and specialisms in subjects such as construction, fire safety, hygiene or management systems are very desirable and we would seek to make the most of them.

IW have a programme of planned training courses at our London training centre, but also travel to client sites and deliver accredited, approved and bespoke training. We actively encourage you to develop your own bespoke courses and content for clients on the latest developments in your area of expertise. What matters most is that you leave your audience inspired to put the knowledge they've gained into practice.

You'll also have opportunities out in the field undertaking project work or providing consultancy support to our prestigious client base, who will appreciate you for being reliable, down-to-earth, sensible and realistic in the advice you give them. At the same time, you'll work quickly and efficiently, plugging in to our systems so that we can provide consistently high levels of service wherever and whenever our clients want it.

Do you have what it takes?

- We're looking for passion and inspiration. Not everyone is inspired by health and safety – we need you to be!
- You'll be a great communicator, with clients, in the classroom and with your HS team colleagues.
- You'll have high standards, work hard, and can be relied upon never to let the client down.
- You'll be up for travelling –in the UK and maybe internationally.
- You'll be commercially aware, giving pragmatic advice and delivering outcomes that create value for our clients and for our own business.
- You'll be rigorous and analytical – working methodically and meticulously by using our version control and record-keeping systems.
- You'll be up for the challenge – every project, every client and every day is different.



- Based at:** London or Cambridge plus UK and international travel
- Reporting to:** Head of Department
- Salary:** £32k – £40k
- Duration:** Permanent
- Hours:** 37.5 per week: 8.30 – 5.00pm Monday – Friday, with an hour for lunch
- Benefits:** We offer an attractive benefits package that includes 20 days’ holiday (which rises with service) plus an additional four days over the Christmas period and eight bank holidays.



Aims and outputs

Aims		Outputs	Time
1.	Training delivery <ul style="list-style-type: none">• Deliver accredited* (IOSH and NEBOSH, APS) and custom training courses, through a public course programme and in-house / on-site for client organisations.• Help develop and improve e-learning courses and provide support for e-learning course students.• Inspire students to recognise the benefits of good EHS practices to business. <p>*Depending on skills and area of expertise.</p>	<ul style="list-style-type: none">• Courses delivered on time and using approved materials.• 90%+ satisfaction rating.• Repeat business from students and client organisations.• Students feel supported, queries from e-learning students answered in a timely manner.• Students improve their performance as a result of tutor feedback.	60%
2.	Consultancy delivery <ul style="list-style-type: none">• Carry out safety audits and inspections.• Advise client online and answer technical queries• Implement management systems, (e.g. OHSAS 18001, EMS and ISO 14001).• Provide consultancy support in key areas of health and safety (e.g. construction, fire risk management)	<ul style="list-style-type: none">• Help clients meet legal obligations and gain certification from accredited bodies.• Client exposure to operational and reputational risk is carefully managed.• Projects are completed on time and on budget.• Establish long-lasting and profitable relationships with key clients.• Significantly improve clients' safety performance and culture.	30%
3.	Practice administration <ul style="list-style-type: none">• Attend team meetings.• Utilise workflow systems including pipeline management, timesheets, expenses logging and electronic filing.	<ul style="list-style-type: none">• Contribution to team meetings; colleagues consider you a valuable member of the HS team.• Administration is accurate and up to date.	5%
4.	External communications <ul style="list-style-type: none">• Attend conferences, seminars and exhibitions.• Write articles, blogs and case studies, and make an active contribution to social media.	<ul style="list-style-type: none">• International Workplace's external profile is raised and maintained.• Corporate values are promoted and sustained.	5%



Person specification

Qualifications / accreditations

Essential

- NEBOSH National General Certificate, or Construction Certificate NVQ level 3 or recognised equivalent.
- Tech IOSH.

Desirable

- CMIOSH / OSCHR consultants register
- PETL or similar training qualification
- Other NEBOSH Certificate-level qualifications: Fire Safety, BOHS P405 Management of Asbestos Training Course.
- Current CSCS Card
- Site Managers Safety Training Scheme.

Skills, knowledge, experience

Essential

- Experienced, qualified or approved to deliver accredited health and safety training with proven track record of success
- Experience in undertaking audits against HSG65/OHSAS18001 or other similar recognised standards.
- Experience of working in a health and safety advisory role.
- Successful development and implementation of health and safety policies and procedures.
- Excellent time management and organisational skills.
- Excellent communication and interpersonal skills, including a fastidious emphasis on quality and attention to detail reflected in your work.
- Computer literate with experience of Microsoft Office software.

Desirable

- Business development experience including winning work and developing client relationships.
- Experience of delivering professional training courses.
- Understanding of or exposure to the construction and/or facilities management marketplace.

Memberships

Essential

- IOSH or equivalent

Desirable

- Related professional body (e.g. BIFM, CIBSE, CloB, IRSM or similar).
- Associate member of the Association for Project Safety.