

Role Profile

Position	Project Safety Executive (Exec Grade 6 – 18-month fixed term)
Function	Risk Management
Department	Safety and Security
Location	Abbey Street
Reports to	Safety and Security Manager

Role and purpose

- Proactively support the Project Management Office (PMO) and project management teams to ensure the safety, health and welfare at work of all Dublin Bus employees is at the core of project delivery.
- Ensure the safety of premises, fleet and equipment in accordance with statutory requirements and Dublin Bus policy.
- Represent the Safety and Security department in cross functional projects as required.
- Assist in investigation of accidents, generate accident reports and develop mitigation measures to prevent recurrence.
- Assist and support the Health and Safety Manager in the promotion and implementation of health and safety policies and procedures.
- Comply with all relevant Data Protection legislation.
- Comply with all Quality, Environmental, Energy, Sustainability, Health and Safety policies and procedures.
- Comply with Grievance Procedures, Dignity and Respect Policy, Disciplinary Procedures, and all other Dublin Bus policies
- Foster good relationships with employees and relevant personnel, Trade Unions, other departments of Dublin Bus and CIÉ Group of Companies and with relevant external agencies and stakeholders

Working relationships with

Work as part of the Risk Management function
Project Management Office
All depot Operations/Engineering teams
Dublin Bus Executive team
All relevant internal and external stakeholders

Areas of responsibility

Safety

- Ensure implementation of Dublin Bus Safety Management System and specific responsibilities under relevant legislation.
- Support project managers in implementation of Safety Management System (SMS) and local area Safety Action Plans
- Assist in monitoring all activities for compliance with SMS and statutory safety requirements.
- Manage and update safety documentation in conjunction with the Safety and Security Manager.
- Attend scheduled project meetings and provide direction and consult with members on safety, welfare and health issues.
- Assist in planning, organising, implementing, and delivering project safety training programmes and initiatives.

Investigation

- Ensure provision, review and updating of systems to record and analyse all accidents, employee and third party.
- Assist in undertaking investigation of accidents and incidents and generate causation reports.

- Conduct audits of safety processes and procedures with objective of continual improvement.

Communication and information

- Communicate safety information to all employees in consultation with Human Resources internal communication policy.
- Develop a positive and inclusive project working environment and support competence and personal development of all employees.
- Provide advice and support to project management team and supervisors on day-to-day safety issues.
- Represent the department in cross functional projects as required to ensure safety management is included.

General

- Other duties applicable to position as agreed with management.

Competencies: The following competencies represent the set of knowledge, skills and abilities required for the position and are based on the job description.

Safety, Health and Environment: Promoting safety, health and welfare for our employees, contractors on site and our customers.

- Drives the organisations continuing commitment to ensuring the safety, health and welfare of employees and those affected by the organisations activities.
- Identifies possible safety risks, puts in place appropriate actions to counteract and prevent further risk, and communicates relevant information to appropriate stakeholders, both internal and external
- Knowledge of current and planned safety legislation, directives, etc relevant to Dublin Bus
- Expertise in Health and Safety on construction sites

Personal Effectiveness: Getting the best return on your potential.

- Takes personal responsibility; confronts problems quickly and looks for ways to resolve them effectively and efficiently.
- Shows initiative, ability to establish clear criteria, prioritise tasks and achieve deadlines by allocating appropriate resources.
- Creates absolute clarity and focus in terms of deliverables and outcomes aligned to Dublin Bus strategy

Stakeholder Engagement: Developing appropriate influencing strategies to effectively build relationships with stakeholders.

- Creates strong partnerships, at all levels, and across organisational boundaries, by being professionally credible, self-aware and flexible in influencing style.
- Ability to communicate safety information in a meaningful way with relevance to various areas of responsibility.
- A business partner who collaborates to deliver on joint solutions

Commercial Acumen: A quickness in understanding and dealing with a 'total' business situation (not a silo view) to include all costs, internal impacts / knock-ons, risks and opportunities and how these may lead to a good outcome for the business as a whole.

- Keeps fully up to date with all major internal activities across the organisation including areas outside own remit of responsibility.
- Well-informed on key business issues and has a sound understanding of the impact external events can have on the organisation's plans and objectives.
- Understands relationship of safety and the commercial and financial aspects of the business

Other requirements

- A relevant third level qualification in Health and Safety related field (Level 8 or above)
- At least 5 years on-site experience in an electrical services design or a construction-related discipline, electrical infrastructure / utilities
- Good working knowledge of MS office including MS Word, Excel, PowerPoint