

# HEALTH & SAFETY OFFICER ROLE SPECIFICATION



## **BACKGROUND**

Northern Ireland Electricity Networks (NIE Networks) is the owner of the electricity transmission and distribution networks in Northern Ireland, transporting electricity to 966,000 customers including homes, businesses and farms. NIE Networks is owned by ESB but operates as an independent organisation with its own Board and management teams and separate regulation via the Utility Regulator for Northern Ireland.

Our role is to maintain and extend the electricity infrastructure across Northern Ireland, connect customers to the network and ensure that our equipment is safe and reliable. We also provide electricity meters and metering data to suppliers and market operators. NIE Networks does not supply electricity. Customers receive their electricity bill from their chosen electricity supplier of which there are currently five operating in Northern Ireland.

At NIE Networks, Health and Safety is a core value of our company and we aim to provide an environment of zero harm. We are fully committed to protecting the Health and Safety of all employees, contractors and the customers we serve.

The Health and Safety team work collaboratively across the business and operate internally with management teams and employees on a broad range of health and safety opportunities and act as the key coordinator for a variety of external stakeholders.

We currently have a vacancy for a Health and Safety Officer within our dynamic Health and Safety team. This role will offer considerable opportunity for the right person to develop and contribute to a critical area of a growing business. NIE Networks employs a highly skilled work force of approximately 1,600 people operating from a number of sites across Northern Ireland and together we share an ambitious purpose to keep NIE Networks' Safer Together' as we focus on the development of a safer culture and achieving a 'Zero Harm' goal.

This is a challenging but rewarding role with excellent opportunities to continue to develop within a growing and dynamic organisation.

## **THE ROLE**

Reporting to the Health and Safety Continuous Improvement Manager the key elements of the position include driving the development, coordination and delivery of the Health, Safety & Wellbeing Business Plan to create awareness of the risks associated with our electricity network to all.

The Health and Safety Officer will work as part of the Health & Safety team and duties will include, but not limited to:

- Creating good relationships with the team and wider business units through the use of excellent interpersonal and communication skills
- Providing support, guidance and training to colleagues to build confidence and ensuring consistent messaging in line with the Health, Safety & Wellbeing Business Plan
- Conduct and support comprehensive risk assessments for both safety and occupational health risks across all operations including but not limited to General Risk Assessments, Manual handling, Noise, Vibration, COSHH, Working at height, and Confined spaces
- Conduct workplace inspections across operational areas
- Monitor and report on key health and safety risks
- Develop and maintain risk registers, ensuring controls are current, documented, and effectively implemented.

- Support in the investigation of incidents and near misses to identify root cause and implement corrective actions.
- Assist in the development and delivery of health and safety training, inductions, and toolbox talks.
- Collaborate with operational teams and leadership to ensure practical, risk-based safety improvements.
- Support compliance with legislation, codes of practice, and internal standards, including regular auditing and reporting.
- Promote a proactive safety culture through coaching, guidance, and ongoing engagement with employees and trade union representatives
- Supporting the organisation and execution of our internal Health and Safety, Wellbeing events annually, including managing activities, promotion and participation.
- Assisting in the organisation of internal and external Health & Safety seminars and events.
- Supporting business improvements, for example assisting with implementing digital solutions to develop and improve existing processes
- Researching best practices to ensure compliance with statutory legislation.
- General administration duties as required

Other than the core responsibilities of the Health and Safety Officer the position's responsibilities may develop or change over time dependent on NIE Networks' requirements and organisational structure. It is a requirement of the successful candidate to contribute to the development of this role to adapt to these changing needs. The job requires a considerable degree of commitment, flexibility and adaptability to meet safety, quality and work deadlines.

## THE INDIVIDUAL

Full training will be given to the successful candidate who demonstrates they have the key qualities to successfully deliver in this role.

### Essential Criteria

It is essential that the successful candidate meets the following requirements:

- NEBOSH General or Construction certificate in Health and Safety
- Minimum 2 years' experience in a workplace Health and Safety role
- Demonstrate experience in completing various types of risk assessment including but not limited to the following examples: Task based, Manual Handling, Vibration/noise, COSHH
- Strong knowledge of legislation and risk management principles
- Experience in conducting incident investigations
- Excellent communication and interpersonal skills with the ability to influence and engage at all levels
- Strong team work skills with previous experience collaborating with others to successfully complete tasks
- Ability to work independently and use initiative
- Ability to manage and prioritise workload and time to meet deadlines
- Strong IT skills including a working knowledge of the full Microsoft office suite
- Full driving licence and access to a car which can be used for business travel

### Desirable Criteria

It would be advantageous if you have any of the following:

- Previous experience working in a utility or construction environment
- Membership of a professional body such as IOSH

- Specialised training or certification in risk assessment

## CORE COMPETENCIES

The person appointed must demonstrate the following core competencies:

### Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

### Team Work

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.

### Attention to Detail

Ability to process detailed information effectively and consistently. The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.

### Flexibility / Adaptability

Has actively sought to learn new things on own initiative. Has responded positively to change and adapted to new situations quickly. Able to take on a diverse range of tasks effectively.

### Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

### Safety

Knowledgeable of applicable standards, capable of identifying workplace hazards relating to the specific operation, and has the wisdom to highlight any issues.

### Organised

Able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.

### Initiative

The ability to recognise and create opportunities and to act accordingly. Rather starting something than waiting passively for it to happen.

## ADDITIONAL INFORMATION

The nature of the job will change over time as the needs of the business change. It is a requirement of the jobholder to contribute fully to the development of the role in best reflecting these changing needs. The job

requires a considerable degree of commitment, flexibility and adaptability on the part of the job holder to meet quality standards and work deadlines.

### THE PACKAGE

An attractive salary and benefits package commensurate with experience and qualifications will be available to the successful candidate on a skills-based progression arrangement.



The company also offers many other **benefits**. (The QR code will take you to the benefits section of our website)

### OUR PEOPLE MATTER

At NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

### DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

### DIVERSITY AND INCLUSION

NIE Networks has achieved Silver, Diversity Mark Accreditation and is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

### How to apply

Please submit a CV and cover letter together (detailing alignment to the essential criteria) via the NIE Networks recruitment portal [www.nienetworks.co.uk/jobs](http://www.nienetworks.co.uk/jobs) (The best experience of this portal will be through the **Google Chrome** internet browser or click on the QR code.)



- Once you are in the careers page select the **Health and Safety Officer** role and click on “**Apply Now**”.
- You will initially be asked to create a “Candidate Area” by inputting your email address and a secure password – once you select “Create Candidate Area” you can then log in directly using these same details. The address that you register with will be the address that we contact you on.
- Select “**Apply for Vacancy**”
- Once you have created your profile upload both your CV and Cover Letter within your application.
- Please ensure to review your CV before submission as you will not have the opportunity to amend the CV once it has been submitted.
- You will receive an email confirmation once your CV and Cover Letter has been submitted (Please check your junk mail too).
- Late applications will not be accepted



Applications must be submitted no later than **Wednesday 23<sup>rd</sup> July 2025**.

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process

#### FOR YOUR INFORMATION

If you would like to view up to date information about NIE Networks please visit our website [www.nienetworks.co.uk](http://www.nienetworks.co.uk) or scan the QR codes below.

About NIE Networks



About NIE Networks History



Or alternatively check out our social media platforms via the links provided on each graphic below.

