

HSQE Advisor – Job Description

Position Title: HSQE Advisor (Health, Safety, Quality & Environmental Advisor)

Location: North West England (home base), with frequent UK-wide travel to client sites (construction, rail, infrastructure, other sectors)

Reporting to: Director of Business Operations

Employment Type: Full-time, permanent (40 hour week)

Salary/Benefits: £38,000 to £45,000

Key Purpose

To provide professional HSQE advisory support to clients, particularly in construction, rail and infrastructure - ensuring compliance with legal, regulatory, and client-specific standards; deliver site inspections, audits, risk assessments and support clients in establishing and maintaining robust management systems (e.g. ISO 9001, ISO 45001, ISO 14001, sector accreditations such as RISQS). Over time, support the expansion of ProGuard's service offering to include LOLER (lifting equipment) examinations, PFPE (personal fall protection equipment) inspections - positioning ProGuard as a trusted HSQE consultancy for clients requiring comprehensive compliance support.

Key Responsibilities

- Conduct regular on-site HSQE inspections, audits and risk assessments across construction, rail, and other industrial sectors.
- Support the development, implementation, and maintenance of management systems: ISO 9001 (Quality), ISO 45001 (Occupational Health & Safety), ISO 14001 (Environmental), plus any client or sector-specific standards (e.g. RISQS for rail).
- Perform audits to ensure compliance with applicable legislation, standards, and client requirements.
- Support incident investigations and root-cause analyses and propose corrective/preventative actions.
- Provide guidance and coaching to client site teams on behavioural safety, safe working practices, environmental best practice, quality assurance and control.
- Facilitate toolbox talks, safety briefings, training sessions, inductions, and client HSQE culture-building.
- Support preparation of HSQE documentation, reports, management reviews, non-conformity reports, and recommendations.
- Liaise with clients, contractors, subcontractors, and regulatory bodies to ensure compliance and consistency across sites.
- Maintain up-to-date knowledge of relevant legislation, industry standards, and best practices, and advise clients accordingly.

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- Over time: assist in developing ProGuard's new HSQE service lines- including LOLER (lifting equipment) examinations and Personal Fall Protection Equipment (PFPE) inspections- for clients as add-on services.
- Support business development: contribute to proposals, tenders, audits and consultancy engagements for new and existing clients.

Candidate Requirements

- Relevant professional qualifications (e.g. NEBOSH General or Construction Certificate; ideally working towards or holding a Diploma; membership (or eligible membership) of IOSH is advantageous).
- Solid experience in HSQE roles - ideally within construction, infrastructure, rail, or similar sectors.
- Strong practical and hands-on approach; comfortable spending significant time on site.
- Proven knowledge of ISO 9001, ISO 45001, ISO 14001 standards; and familiarity with client accreditation/compliance systems (e.g. RISQS)- or ability/willingness to learn.
- Full UK driving licence and willingness to travel across UK domestic sites.
- Excellent communication and interpersonal skills- able to advise, coach, and liaise with clients, contractors, and site staff.
- Strong report-writing, audit, inspection, investigation and risk-assessment skills.
- Self-motivated, organised, and able to manage multiple client engagements, sites and deliverables.
- Integrity, professionalism, and commitment to raising HSQE standards and building client trust.

What the Role Offers

- Opportunity to help build and grow ProGuard's HSQE consultancy offering across sectors (construction, rail, infrastructure).
 - Varied work- site-based inspections, audits, system implementation, client support, consultancy and business development.
 - Exposure to a wide range of project types, clients and sectors, and opportunity to build specialist capability (LOLER exams, PFPE inspections) over time.
 - Opportunity to work with senior leadership, shape HSQE strategy, and contribute to company growth and reputation.
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