



ING Job Description

Grade D

Safety Officer

Post reference: LO99 Last revision: 2022-01-27 Version Nº 1.0

Department / Group

Operations

Hierarchical Dependency

Head of Operations

Functional Dependency

If different

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PURPOSE

Main purpose for the post

- To create, enact and update job safety programmes and policies for staff that encompass both Spanish and UKRI regulations on safety, health and environment (SHE) standards in the workplace, focusing on the prevention of potential accidents in and around the workplace, as well as in itinere.
- To train ING staff on the importance of health and safety on the job.

Associated duties and responsibilities

- Leading the assessment of risks and possible safety or environmental hazards of all aspects of ING operations and office works.
- Monitoring that the works at ING are done according to SHE standards and according to PRL (Prevención de Riesgos Laborales) legislation, promptly raising any issues to ING Management.
- Managing the safety related documentation, maintaining it up to date and available on the intranet.
- Leading the acquisition, inspection and maintenance of safety systems in use at ING. When needed, developing safe systems to ensure ING activities are done following safety requirements.
- Managing the safety inspection of equipment and processes at ING, recommending the purchase of new safety equipment as needed.
- Ensuring ING employees are well trained in use of safety equipment. Organising SHE training when deemed necessary and providing SHE induction for new employees or students working at ING.
- Coordinating with the external safety provider (Preving) the inspections, audits, training, and other activities as recommended.
- Liaising with the ORM Site Safety representatives and the UKRI SHE advisor authority as demanded.
- Leading the preparation and presentation of safety reports on incidents, near-misses, etc., escalating these reports to the proper instances.
- Organising and promoting semestral ING safety meetings.

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|---|--|---------------------|-----------------|---------------|
| Appointment | | | | |
| 30% | | | | |
| Mobility | | | | |
| Minimal | | | | |
| Remarks | | | | |
| N/A | | | | |
| RESPONSIBILITIES | | | | |
| People management | Annual budget management | | | |
| 0 | ~€10 k | | | |
| Results / Other Responsibilities | | | | |
| | | | | |
| REQUIREMENTS | | | | |
| Education | | | | |
| <i>Minimum</i> | <i>Preferred</i> | | | |
| Professional qualification on SHE procedures (FP ciclo superior en Prevención de Riesgos Laborales, PRL). | Master in Prevención de Riesgos Laborales | | | |
| Experience | | | | |
| <i>Minimum</i> | <i>Preferred</i> | | | |
| | Three years as SHE officer in an operational environment. One year as SHE officer in an astronomical observatory environment. | | | |
| Specialist competencies | | | | |
| From ING's Competencies Dictionary at https://titania.ing.iac.es:8444/display/INGman/ING+Competencies+Dictionary | | | | |
| <i>Technical disciplines</i> | <i>Level</i> | | | |
| Safety, health and environment in the workplace (prevención de riesgos laborales) | Advanced | | | |
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| Transversal competencies | | | | |
| Personal Competencies | Basic | Intermediate | Advanced | Expert |
| Analytical | | | X | |
| Decision making | | | X | |
| Initiative, proactivity | | | X | |
| Flexibility, adaptability | | X | | |
| Personal management | | X | | |
| Relational Competencies | | | | |
| Effective leadership | | X | | |
| Team work | | | X | |
| Effective communication | | | X | |
| Functional Competencies | | | | |
| Strategic thinking | X | | | |
| Planning, organisation | | | X | |
| Resource optimisation | | X | | |

| Technical Competencies | | | | |
|------------------------|--|---|---|---|
| Written communication | | | X | |
| Information technology | | | X | |
| Foreign languages | | | X | |
| Health and safety | | | | X |
| Multidisciplinary | | X | | |