



Job Description – Health & Safety Advisor

Job Title: Health & Safety Advisor

Reports to: Facilities Engineering Lead

Weekly Hours: 37.5

Location: Cheadle Royal Business Park, Cheadle

Job Purpose

As the Health & Safety Advisor, you will play a key role in supporting the safe, compliant, and effective operation of the Seda Clinical Manufacturing Services (CMS) site. The role is responsible for the development, implementation, maintenance, and continual improvement of the site's Safety, Health and Environmental (SHE) systems.

This is a hands-on, operational role focused on ensuring compliance with UK health and safety legislation and internal SHE procedures. The role requires a competent health and safety professional who is capable of creating and maintaining SHE systems such as risk assessments, COSHH assessments, permits to work, safe systems of work, and LOTO arrangements.

Please note:

This is not a people management role. The position requires direct ownership and delivery of SHE activities rather than delegation of tasks to others.

This is a practical, hands-on safety role focused on building and improving safety systems on an operational pharmaceutical manufacturing site.

Key Responsibilities

Health & Safety Management

- Provide competent health and safety advice and guidance across the site in line with UK legislation and best practice.
- Support the Facilities Engineering Lead in maintaining and improving the site SHE management system.
- Proactively identify health and safety risks across facilities, operations, and support functions.

- Monitor changes in health and safety legislation and best practice, advising on required site updates.
- Lead or support investigation of incidents, near misses and safety concerns, ensuring root causes are identified and corrective actions implemented.

Risk Assessment & Control

- Create, review, and maintain SHE Risk Assessments and COSHH Assessments in line with SEDA procedures
- Develop, implement, and review Safe Systems of Work (SSOW) for routine and non-routine activities.
- Design, implement, and manage Permit to Work systems (e.g. hot works, confined space, electrical).
- Develop and maintain Lock-Out / Tag-Out (LOTO) procedures for plant and equipment.
- Ensure control measures are practical, effective, and proportionate to the risk.
- Support safe control of higher-risk activities such as maintenance works, utilities, plantroom access, and contractor activities.

Inspections, Monitoring & Compliance

- Support and participate in SHE inspections, reviews, and audits.
- Track SHE actions, ensuring issues are recorded, followed up, and closed out within agreed timescales.
- Support statutory compliance activities including fire safety, pressure systems, LEV, electrical safety, and contractor controls.
- Assist during external audits, inspections, or regulatory visits as required.
- Support integration of SHE activities within site quality systems where appropriate (e.g. deviations, change control, CAPAs).

Documentation & Systems

- Create, review, and maintain SHE procedures, templates, guidance documents, and registers.

- Ensure SHE documentation is controlled, current, and compliant with internal document management systems
- Maintain accurate SHE records in line with Good Documentation Practice (GDP).

Training & Engagement

- Support the delivery of SHE inductions, toolbox talks, and awareness sessions.
- Provide practical guidance to staff and contractors on safe working practices.
- Promote a positive safety culture through engagement, visibility, and proactive intervention.

Contractor Control & Safe Working

- Support the development, implementation, and review of the site Contractor Control Process.
- Support the review of contractor RAMS and ensure appropriate Permits to Work are in place prior to work commencing.
- Support contractor inductions, ensuring awareness of site rules, hazards, PPE requirements, and emergency arrangements.
- Monitor contractor compliance on site and support close-out activities to ensure work areas are left safe.

Person Specification

Essential

- NEBOSH General Certificate (or equivalent recognised qualification).
- Proven experience working in a health and safety advisory or similar role.
- Experience supporting contractor safety arrangements, including RAMS review and permit to work systems.
- Demonstrable ability to create and implement:
 - Risk Assessments and COSHH Assessments

- Safe Systems of Work (SSOW)
- Permit to Work systems
- Lock-Out / Tag-Out (LOTO) procedures
- Good working knowledge of UK health and safety legislation, including the Health and Safety at Work Act.
- Strong written and verbal communication skills.
- Ability to work independently, manage workload effectively, and prioritise SHE activities.
- Practical, hands-on approach to health and safety.

Desirable

- Experience in manufacturing, engineering, pharmaceutical, or other regulated environments.
- Experience working in GMP or controlled environments.
- NEBOSH Diploma or working towards.
- IOSH membership
- Experience supporting audits or inspections (HSE, MHRA, ISO, etc.).
- Experience working within document-controlled quality systems.

Role Context

The Health & Safety Advisor will sit within the Facilities function, reporting to the Facilities Engineering Lead, and will work closely with Facilities, Operations, QA, QC, and external contractors across the site.

The role will have the autonomy to manage day-to-day SHE activities while maintaining clear communication and visibility of progress, risks, and priorities with the Facilities Engineering Lead.