

Job Title	Asset Officer/ Process Safety Inspector - Downstream
Reports To	Process Safety Manager
Grade	Grade 5
Purpose	The Process Safety & Assurance (PSA) team is responsible for the companies Audit Programme, Incident Investigation, Management of WWU's Safety Case, Independent Inspections and collection, collation, monitoring, analysis and reporting of asset safety and integrity indicators. The primary role of the Asset Officer/ Process Safety Inspector - Downstream is to monitor and report on the safety and integrity of the network including quality of workmanship. This is achieved by preparing, undertaking and monitoring annual audits, completing incident investigations, collection, monitoring, analysis and reporting of key asset safety and integrity indicators and assisting in emergency situations through the provision of incident support.
Key Accountabilities	- Monitoring, analysis and reporting of key asset safety and integrity indicators including: - The completion of focused asset inspections to monitor workmanship and compliance to WWU management standards, work procedures, specifications and external industry requirements / regulations. - The monitoring and reporting (monthly) of key asset safety and integrity indicators i.e. FCO performance, Inspection findings etc. - The analysis of key asset safety and integrity indicators to identify trends that will support the identification of focus areas of inspections and improvement / risk mitigation / reduction interventions. - The timely preparation, undertaking and monitoring of annual asset audits including: - Assistance in the preparation of the annual audit programme utilising risk registers and management information to identify subject areas. - Preparation of individual audit terms of references / audit plans - Delivery of audits to requirements of approved terms of references / plan - Completion of audit reports to programme including closure meetings to agree interventions / improvements actions with key stakeholders - Incident Investigation - Assist in the maintenance of a state of permanent readiness of the incident vehicle and associated equipment - Lead investigations into incidents to determine root cause - Prepare, through provision of factual evidence, the statutory reporting of incidents - Support the business and other stakeholders on interventions and audits (planned and unplanned) undertaken by external bodies / enforcers - All other tasks commensurate of grade, position and competence as reasonably requested by line management.

Technical Know-How & Skills	• A team member that is comfortable working independently on key accountabilities and personal projects alongside collaborating within a team. • Solutions driven with an innovative and forward thinking mindset to solve problems • Operational and technical experience alongside a throughout understanding of WWU process and procedure • Analytical with a good level of understanding of databases and management information reports, • Ability to compile professional, accurate and informative reports and to present to senior management / high level meetings • Numerate with good written and verbal communication skills • Excellent organisational and administration skills • A high standard of keyboard skills and a working knowledge of standard Microsoft applications • The ability to demonstrate our core behaviors of teamwork, customer service, pride and energy
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