PORT SKILLS & SAFETY

IMPROVING STANDARDS THROUGH COLLABORATION

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	**Health and Safety Data Analyst**	**Reports To:**	**Health, Safety and Culture Lead**
Contract	**Part time (7 hours per week / one day per week). Secondments considered.**	**Duration**	**Fixed for six months with possibility of becoming permanent.**
Salary	**Between £32,000 and £36,000 FTE pro-rata, depending on experience**	**Location**	**Remote or office based in 30 Park St, London, SE1 9EQ.**

Port Skills and Safety Ltd:

Port Skills and Safety Ltd is the professional safety and skills membership organisation for ports. We work in collaboration with our members to promote best practice and innovation, develop guidance and services to drive continuous improvement in safety and ensure a highly skilled workforce.

Our vision is to drive the port sector to become one of the safest places to work, with opportunities for individual growth and collective success. We drive positive change in skills and safety across the entire port sector.

Our values are:

- Work Collaboratively.
- Promote Excellence.
- Engender Trust.
- Encourage Respect.
- Being Supportive.
- Inspire Innovation.

Areas of Responsibility

This new role will support the Health, Safety and Culture Lead, managing data on a sector level to drive the organisation's ambition to be data-led. If you want the flexibility of working part-time and have an interest in how data can be used to drive real safety improvements, then get in touch.

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Key Accountabilities

- Collect and manage health and safety incident data
- Conduct detailed analysis to develop meaningful performance metrics.
- Prepare and analyse monthly H&S data submissions from UK ports.
- Check submissions for accuracy and completeness, resolve gaps or inconsistencies with ports before data is added to the master dataset.
- Manage updates and corrections to previously submitted data so the dataset stays complete and reliable.
- Produce quarterly and annual reports identifying trends.
- Develop and improve data recording processes and data analytics.
- Keep clear data definitions and guidance so all ports report on a consistent basis. Suggest improvements where necessary.
- Produce reports on areas of potential safety improvement.
- Recommend improvements to data collection, analysis, and reporting.
- Support other team members with analysis of other datasets.
- Perform any other duties as may from time to time be reasonably required.
- Must be eligible to work in the UK.

Experience and Knowledge

At least three years' experience in a data analysis role.

- Strong Excel skills, including working with large datasets, data validation and lookups.
- Familiarity with Power BI or similar reporting tools.
- Knowledge of the port industry and health and safety metrics desirable.
- Able to work to tight timescales and prioritise own workload.
- Excellent verbal, written and presentation skills.
- Self-motivated, with the ability to work independently, use initiative, and take ownership of tasks through to completion.
- Strong interpersonal skills with the ability to communicate and influence successfully at all levels.
- Ability to present sensitive and complex data in a meaningful way to various organisational levels.
- Ability to handle confidential and commercially sensitive data with discretion.

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Qualifications

- A relevant level 3 data analysis or statistics qualification or equivalent practical experience.
- Health and Safety, environmental or other relevant qualifications that demonstrate a high level of learning.

About the role

Play a key role in shaping a safer, more informed port sector by managing and continuously improving sector-wide health and safety data collection, analysis, and reporting. You will ensure data is accurate, accessible, and translated into meaningful insights that identify opportunities for safety improvements.

A key part of the role is to advance the use of software to improve data recording and analytics. You will engage with a wide range of stakeholders, from frontline port operatives to senior level executives to understand operational challenges and identify areas for safety improvements.

As part of a small and dynamic organisation you will have the opportunity to make large-scale changes that impact the lives and safety of others.

You will be encouraged to develop recommendations on how to improve data collection and analysis, as well as how data can be used to drive continuous improvement across an exciting and safety-critical sector.