Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

The Role:

The Health, Safety, Quality, Environment (HSQE) function within GNI is responsible for focusing on all aspects of risk management, safety policy and monitoring and internal and external quality assurance and compliance across all areas of the business, including PAS55, ISO, safety training and the Safety Case.

The HSQE Delivery Team within HSQE is responsible for delivering the HSQE site inspection programme for Construction Projects and Planned Maintenance. The HSQE Delivery team deliver the HSQE performance measurement across GNI and provide reporting and analysis to support the HSQE management system owners in developing strategies for continuous improvement.

Reporting to the Quality Assurance Manager this position will provide the reporting function for HSQE measurement and performance. The position will also contribute to maintaining existing IT systems and processes and developing and improving new systems within HSQE and consolidating the various data gathering systems.

Duties and Responsibilities:

- Providing a reporting capability to the HSQE Management team and the wider business on HSQE and related data. This will require the display, presentation and reporting of data in clear, meaningful ways to ensure its optimum communication to target audiences.
- Identifying the factors on which performance is assessed and building reports to capture this information from Maximo, Business Objects and other systems/ sources.
- Analysing HSQE data to establish trends, patterns, issues that are impacting performance and areas for improvement.
- Providing support for continuous improvement programmes within HSQE and supporting the Management Review process.
- Assist with preparation and delivery of HSQE performance dashboards and systemisation of same.
- Acting as the HSQE interface between Trimble Unity Mobile Inspection and GNI IT department
- Managing data output from the Trimble Unity Mobile Inspection system.
- Administration, day-to-day management of, and reporting on, HSQE IT applications including HAZCON, Safepermit, QPulse, relevant Sharepoint areas and HSQE elements of the GNI website.
- Engaging with IT Shared Services, Networks IT on a daily basis providing support to these roles where required
- Ensuring back end Trimble Unity, GIS and Maximo interface is operating correctly
- Representing HSQE on the IT change management committee (CAB)
- Representing HSQE on new IT projects and application development.
- Monitoring the HSQE performance of work execution in the field in relation to established Contractor and GNI Business KPIs

- Validation, testing and implementation of Maximo and other IT solutions to improve systemisation of the HSQE workflow within HSQE and Asset Operations
- Administering and preparing quarterly CRU Safety Case KPI reports, including liaising with data owners, KPI owners etc. and co-ordinating timely responses to KPI queries from the CRU.
- Providing input and support to the compilation of the annual safety performance report to the CRU.
- Reviewing and, where relevant, creating, maintaining, analysing and reporting on records and statistics of third party damage incidents and supporting (where required) the investigation of same.
- Other duties as required from time to time.

Knowledge, Skills and Experience:

- Relevant third level qualification or equivalent with at least 3 years relevant experience.
- Strong attention to detail and a proven track record in consistent high standards of work.
- Have excellent analytical skills and be able to identify, analyse and present data in a valid and meaningful way.
- Strong interpersonal skills and a proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others
- Working knowledge of GNI data gathering, management and reporting systems (e.g. Maximo, Business Intelligence).
- Proficiency in software packages, particularly MS Word, Excel, Sharepoint and Powerpoint and a proven ability to advance their application.
- Experience with identifying improvement opportunities, generating ideas and implementing solutions
- Ability to set up ongoing procedures to collect and review information as needed to be successful in your role
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner.
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job

The closing date for receipt of applications for this vacancy is the 4th October 2019

Applications, including a current Curriculum Vitae should be emailed to: **recruit@ervia.ie**

Please include the Reference Number for this Role when making an application

Ervia is an equal opportunities employer