This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO).

The NCI Agency has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies. General Services (GS) provides and manages effective and efficient technical and administrative services to the NATO Communications and Information Agency (NCI Agency) and acts as the interface to external customers/partners such as ACO and ACT. GS provides direct services for the Agency’s major locations (Brussels, BE, The Hague NL, Oeiras PT, Mons BE), and provides direction and guidance to the Agency general service functions at the geographically dispersed locations (CIS Support Units (CSUs), NCISS and CSSC). GS provides policy oversight for Agency substructure and provides selected direct services to 3rd parties. GS provides the Agency with the following services: Security; Facility Management; Design and delivery of C4ISR Prototypes; Travel and Transport; Supply and Stores; Conference Services (including Audio and Visual Support and front-end NR VMR); Creative Media Support (including Agency branding and Reproduction Services); and Registry.

The Security Branch is responsible for the facilitation and provision of security services to NCI Agency in all locations to protect and defend NCI Agency personnel, facilities, resources and information from threats posed by terrorism, espionage, sabotage, subversion and any catastrophic incident/disaster. This includes management and execution of Counter Intelligence; Physical Security; Personnel Security; Industrial Security; Security of Information; oversight and coordination of InfoSec/Information Assurance (IA); Business Continuity; and Health and Safety.

The incumbent acts as Health and Safety Advisor to the NCI Agency and manages, within his/her Area of Responsibility, NCI Agency Health and Safety processes and procedures in accordance with the NATO requirements ensuring NCI Agency conformance with relevant Health and Safety standards.

Duties:

Under the direction of Agency Health & Safety Manager, but expected to work on own initiative with a high degree of autonomy, the incumbent will perform duties such as the following:

- Acting as principal Health and Safety Advisor at NL base location and supporting additional locations for the NCI Agency;
- Providing locations and projects with appropriate Health and Safety advice and assistance;
- Liaising with stakeholders and accountable persons to ensure emergency procedures and arrangements, including fire and first aid, are in place;
- Assessing actual working conditions; identifying potential Health and Safety hazards; recommending appropriate control measures in order to eliminate, reduce and control hazards. Conducting regular and ad hoc Health and Safety inspections and audits, preparing reports, making recommendations for remedial actions and ensuring actions are closed out to deadline, escalating where necessary;
- Assisting with development of policy documents and programmes aimed at ensuring NCI Agency compliance with relevant Host Nation and international standards regarding Health and Safety;
- Providing advice regarding introduction of new or changing working methodologies or workstation set ups;
- Provide advice on implementation of an NCI Agency risk assessment process and develop plans to rectify conditions that pose Health and Safety hazards to NCI Agency workforce;
- Assisting in planning and execution of information, communication and training programme to support NCI Agency policy;
- Acting as a local focal point for Health and Safety requirements based on current Host Nation and international standards;
- Coordinating location NCI Agency Health and Safety Committee and acting as location Health and Safety focal point;
- Liaising with key internal and external stakeholders to ensure Health and Safety delivery;
- Carrying out accident investigations and making recommendations for remedial actions;
- Managing specified Agency wide Health and Safety projects;
- Assisting in development and management of Health and Safety communication strategy;
- Assisting in preparation and submission of Health and Safety budget submissions through the Agency Health and Safety Manager;
- Reporting on local Health and Safety activity on a regular and ad hoc basis;
- Providing Agency wide support for carrying out technical interventions and surveys;
- Coordination and liaison with Occupational Health Services at location;
- Sharing and implementing best Health and Safety practice across the NCI Agency;
- Deputize for higher grade staff, if required;
- Perform other duties as may be required.

Experience and Education:

- A minimum requirement of a Bachelor’s degree at a nationally recognised/certified University in a related discipline, (such as, a Science degree) and 2 years post-related experience;
- Or the lack of a university degree may be compensated by the demonstration of a candidate’s particular abilities or experience that is/are of interest to NCI Agency, that is, at least 6 years extensive and progressive expertise in duties related to the function of the post;
- Comprehensive knowledge of occupational safety and occupational health principles and practices, techniques, procedures, regulations and standards;
- Proven ability to manage multiple sites in an international Health and Safety environment.

Desirable Experience and Education:

- Experience working as a Health and Safety Advisor within an international or national organization;
- Evidence of commitment to continuing professional development through, for example, membership of an Health and Safety professional body, external study, continuing training;
- Experience of developing and working within quality systems;
- Technical skills relating to monitoring of noise, air quality, radiation etc. or experience in delivering technical survey programmes;
- Demonstrable competency in fire safety management;
- Experience in managing Health & Safety compliance in the field of Facility Management;
- Knowledge and experience of Dutch Health & Safety legislation & compliance;
- Qualified trainer experience;
- Due to the Duty Location, knowledge of Dutch language is desirable;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.
Competencies or Personal Attributes:

- Deciding and Initiating Action - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.

- Working with People - Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

- Persuading and Influencing - Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one’s impression on others.

- Planning and Organising - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

- Creating and Innovating - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.

- Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.