

## Prevention Advisor

### MISSION

Do you want to play a key role in ensuring workplace well-being?

As the head of the internal department for prevention and protection at work, you are a key figure in guaranteeing a safe, healthy, and regulation-compliant work environment.

At the crossroads of management, prevention, and strategy, you coordinate the department's projects, report regularly to the general management, and provide expert support across the organization.

As a Level 1 Prevention Advisor, you work closely with management, staff, and the External Prevention Service (EDPBW) to develop and implement a dynamic risk management system.

Your contribution goes beyond legal obligations — you are a vital part of our collective well-being and embody the values of a quality public service.

### RESPONSABILITIES

In this diverse role, your responsibilities include:

- Monitoring projects related to safety and workplace well-being.
- Drafting prevention plans and reports for the management board.
- Performing regular workplace inspections and risk analyses.
- Investigating workplace accidents.
- Responding to questions from management or staff regarding welfare legislation.
- Contributing to public procurement specifications in cooperation with the purchasing department.
- Keeping up-to-date records of hazardous materials, inspection certificates, and general documentation.
- Organizing and leading training sessions for administrative and operational staff (Toolbox Meetings).
- Leading the team: planning, task distribution, process improvements, team development.
- Supporting, motivating, and evaluating team members.
- Managing budgets and resources to ensure the department's effective operation.
- Ensuring ongoing training for yourself and your team.

**Application deadline 16-05-2025**

### Your profile

- You hold a Master's degree, ideally with a scientific background.
- You are certified as a Level 1 Prevention Advisor.
- You have at least 5 years of experience in a similar role.
- You have thorough knowledge of regulations related to workplace welfare.
- You are proficient in MS Office (Word, Excel, PowerPoint).
- You have technical knowledge of building systems (HVAC, fire detection, electricity...).
- Bilingualism (FR-NL) is highly recommended for this role with broad organizational impact.

### We are offering you

We offer a permanent contract with a salary aligned with scale A220 of the Brussels-Capital Region, starting at €73,637.44 gross annually for someone without experience.

Additional benefits include:

- Full reimbursement of public transport costs
- Meal vouchers
- Healthcare and hospitalization insurance, extendable to family members
- 35 vacation days, in addition to public holidays
- Flexible working hours
- Internal training and career development opportunities

At its core, working with the fire brigade means serving the community. Everyone on our team shares this commitment. Whether directly or indirectly, we all work together to make Brussels a safer place.

### What steps do you need to take?

### Who we are

### Any questions?

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