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# Example of Adviser Job Description

Our company is searching for experienced candidates for the position of adviser. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for adviser

* Maintaining the XPlan database, ensure all works in progress and all written or verbal correspondence with clients is diligently recorded in the database
* Proactively support team peers
* Talking to and connecting with customers
* Assisting customers with their banking transactions
* Raising customer awareness to the financial products available to them
* Assist Head of Safety Policy & Compliance in the development central policy
* Remain up to date with current legislation and HSE guidance
* Draft guidance, alerts, briefing notes and other documents as directed
* Lead on major incident investigation & monitor identified remedial actions
* Undertake and support assurance visits and reviews as directed

## Qualifications for adviser

* Support the preparation of reports to H&S forums and Divisional/Group Boards
* Attend locations, venues and premises in the UK as necessary to fulfil the role
* Participate in an on call rota
* Attend and participate in forums and meetings, both internal and external, as required
* Keep records in accordance with Departmental requirements
* Undertake CPD activities to maintain knowledge required for the role and membership of professional institutes including achieving Corporate membership of IOSH or similar