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# Example of Regional Advisor Job Description

Our company is growing rapidly and is hiring for a regional advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for regional advisor

* To assist with compiling regular HR Management Information and to assist in identifying trends that support informed decision making
* Implement HR processes to support key business initiatives restructuring programmes, TUPE
* Develop and maintain HR related documentation policies, procedures, handbooks, supporting documentation) and that they reflect the current needs of the business, are aligned to current business strategy, meet legal requirements and are available as required via appropriate media
* Provision of proactive supply chain, property, transport, equipment and IT Asset management
* Provision of Safety, Health and Environment support across the designated region using current governance and legislative documents, media and pamphlets and to cultivate a culture of improvement of Health and Safety and activities in all RG sites
* Provide advice to support the completion of SHE audits, risk assessments and generate a ‘safe culture’ as directed by the Property and SHE Manager in conjunction with local representatives and competent persons
* Produce SHE routine and investigation reports, with clear findings and objectives, for improvement from all audits and investigations on near misses / accidents
* Budgetary responsibilities (delegated authority)
* Locally manage all contracts and sub-contracts in the region
* Provision of Project Management to sites that are due change due to lease date end or renewal

## Qualifications for regional advisor

* Requires safety glasses, steel toe boots and ear plugs to be worn as needed
* Requires exposure to warm, hot and cold temperatures
* Requires exposure to moderate noise levels
* A minimum of 5 years Project Procurement Manager experience at EPC firm or Project Procurement Manager / Advisor at a major oil & gas, refining or petrochemical company
* Participates in business development and relationship building activities such as making outbound calls and sending emails to potential third party gatekeepers, responding to emails and in-bound calls, engaging with large RIAs, and assisting in the development of RFP sales language customized to clients within specific markets to ensure that competitive and differentiated solutions are effectively presented
* Liaises with senior members of the Marketing, Sales, Legal, Compliance, Product, Operations, Research and Information Technology departments internally, along with external constituents, to collate, analyze and complete accurate responses to a wide range of questions in a timely manner