

JOB DESCRIPTION

Job Title:	Health, Safety and Environment Co-ordinator (HS&E Co-ordinator)
Directorate:	Human Resources Corporate Resources
Reports To:	Group Health Safety and Environment Operations Manager
Direct Reports:	None
Overview of the role:	<p>The Health, Safety & Environment Team provide Group assurance on the health & safety of our employees and ensure their welfare. Compliance with the Health & Safety at Work Act and associated regulatory requirements. Acting in response to the Group's growth and development, to deliver corporate assurance and Group compliance.</p> <p>We:</p> <ul style="list-style-type: none"> • Collaborate, across the Group to deliver improvements and secure compliance. • Add value by securing efficiencies and improvement • Deliver high standards of customer Service • Provide independent professional advice <p>This role will enable the delivery of our commitment to ensure the health, safety and well-being colleagues. This role supports our strategic objective of being a great place to work. Critical to the effective, efficient, and successful operation of the Group, achieving confidence in the management and handling of employee health & safety.</p> <p>To assist in delivering the Group's employer Health & Safety responsibilities. Supporting the Group HS&E Operations Manager and others to maintain a robust and compliant Health & Safety strategy which delivers assurance, and a strong health & safety culture.</p> <p>supporting departmental colleagues to provide a professional service on employee health & safety, considering employees welfare according to the Group's values.</p>

Key Responsibilities	Key Tasks
Core tasks and outputs	<p>Work across the Group to provide administration support on all aspects of employee Health & Safety.</p> <p>Supporting the Group HS&E Manager in mitigating risk to employees' health, safety & well-being. To ensure the Health, Safety and Environment Department is supported in the completion of the duty it has towards ensuring the Health & Safety of colleagues; meeting the Group's operating standards and legislative requirements.</p> <ul style="list-style-type: none"> • Maintain, manage central H&S Mailbox, providing first line responses to requests for advice and forwarding requests for specialist advice and service to members of HSE Specialists and departmental management Team where required and in a timely manner • Provide administration and co-ordination support in relation to maintaining ISO Standards 09001, 14001 and 45001 as required by HSE Specialists/ HSE Operations Manager, and External Auditors • To oversee the administration and upkeep of Solo Protect provision across the business and ensure the maintenance and upkeep of devices and the device management system. Producing relevant operational reports as required • Maintain and ensure accurate input of Health & Safety data and information into SHE systems and Company Intranet. Monitoring and providing information on departmental KPIs where required • Ensure H&S learning information is up to date and procedures are in place to enable the production of MI reporting as required • Maintain, develop and update the Health and Safety training competency framework for the Group. Liaise with Group HSE Manager and L&D as required. • To purchase goods and services for the HSE team using appropriate procurement systems and ensure proper Invoice matching on a regular basis. To set up contract review meetings with key suppliers as required. • Maintenance of incident/accident records. Ensuring all reports are fully completed and reported to HSE where required, liaising with relevant managers to ensure all information is accurate • Support HSE Operations Manager and HSE Specialists in the production of any SHE Newsletters & Safety alerts, arranging and co-ordinating their distribution • To manage all Access to Work applications and purchases including recharges into the Group HS budget. • Support HSE Operations Manager and HSE Specialists through co-ordination of colleague Health Surveillance where required • Support the Group HSE Operations Manager on the construction of regular health and safety performance reports

Financial Management	<ul style="list-style-type: none"> • No direct financial management. • Mitigation of risk of action by the Health & Safety Executive, fine or/and litigation. • Support the Group to secure operational improvements, efficiencies and value for money products and services.
Communication	<ul style="list-style-type: none"> • Provide first line non-technical advice and guidance to managers and colleagues • Support Dept Head, HS&E Operations Manager and OS&F Manager on any Departmental communications and strategies • Support Head of and HS&E Operations Manager to produce any SHE Newsletters & Safety Alerts and manage distribution • Provide administration support for the smooth operation of Health & Safety Committees, ensuring all records are retained centrally and drive the completion of follow up actions where necessary • Using H&S systems MI, support Dept Head and HS&E Operations Manager to build regular SHE Management, Executive and adhoc compliance and assurance reports on department activities and risks • Ensure all HS&E systems and information retained within are maintained and updated in line with Platform Policy
Innovation	<ul style="list-style-type: none"> • Identify areas for improvements add value by identifying and making recommendations on efficiencies, mitigation, and training needs • Support Head of Department HS&E Operations Manager and the HS&E specialists on the review and development of new and innovative e-learning solutions • Make recommendations to the Group HS&E Manager in relation to improving HS&E excellence and processes, to ensure Dept services are delivered effectively across Platform Housing Group • Ensure digital solutions are used to deliver the best solutions.
Stakeholders	<ul style="list-style-type: none"> • Support Dept Head, HS&E Operations Manager and HS&E specialists in provision of administration support on decisions made to progress solutions for Health, Safety & Environment compliance
Health and Safety	<ul style="list-style-type: none"> • Take reasonable care of own health and safety, following health, safety policies and procedures. And to report any injuries or illnesses suffered as a result of work

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

Health, Safety & Environment Administrator

Person Specification

Qualifications	
A good general education to GCSE level in Maths, English and ICT.	E
Hold or work towards an IOSH Managing Safely certificate	D
General training in Excel, Word, Sharepoint and Teams	E
Experience	
Experience of working in an administration role in a busy changing environment	E
Proven Administration and communication skills	E
Proven experience of developing and managing relationships	E
Experience of data analysis and of developing business intelligence models	E
Can demonstrate experience of 'thinking outside of the box'	D
Experience of collation of data for corporate reports	E
Working with your team and others to support them through change	D
Experience of delivering and reviewing risk assessments	D
Experience of risk management	D
Experience of maintaining accurate records, audit trails and data bases	E
Personal Skills/Qualities/Knowledge	
Proven experience of working autonomously	E
Ability to respond to change positively applying an agile and flexible approach to deliver successfully	E
Excellent time management and organisational skills, able to prioritise workload	E
Self-motivated to deliver against targets	E
Good judgment and decision making	E
Intermediate Knowledge of MS Office suite	E
Excellent written and verbal communication skills	E
Proven experience of being creative and innovative	E
Good understanding of the importance of data control and GDPR implications	D
Ability to ask the right questions and to listen to the responses	E
Ability to identify and implement corporate improvement	E
Other Requirements	
Ability to travel between Group offices and to other locations as required	D
Flexibility to work outside of core hours as necessary	E
Current driving licence	D

* E = Essential criteria / D = Desirable criteria