

Role Definition.

Job title:	SHE Coordinator		
Reports to:	Head of SHE		
Direct reports:			
Business unit:	SHE	Location:	Office based

SUMMARY

To provide support to the SHE Department and others in line with the department and Company’s objectives, policies and procedures. Working with other departments to enable them to successfully carry out their functions by carrying out the duties outlined within the SHE Department.

KEY OBJECTIVES

- To actively assist the Head of SHE and champion an effective and efficient SHE Department.
- To contribute with the coordination of SHE matters internally within Brymor and externally as agreed.
- To support others with managing SHE within Brymor House, Ocean House and The Stables.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITIES

- Coordination and collation of SHE data and information to support the preparation of routine and adhoc performance reports.
- Act as the primary contact for the SHE Department and actively manage the SHE Department communications programme.
- Support with the preparation and development of safety, health, environmental and quality information, as directed by others within SHE Department and the Quality Manager including the distribution internally and externally as is necessary.
- Act as the primary point of contact with the Training and Administration Manager assisting with the coordination and management to maintain the required levels of SHE awareness, training and competence within Brymor.
- Act as the primary contact with certification and accreditation bodies on behalf of the Head of SHE and Business Development
- The preparation, maintenance and communication of emergency arrangements, facilities and procedures including business continuity, coordination and management.
- Where necessary undertake display screen equipment assessments for VDU users at Brymor House, Ocean House and The Stables Brymor office locations providing appropriate information and instruction concerning setup, use and working practice.
- Manage the SHE Department supply chain partners through liaison with the Supply Chain Manager.

Person Specification.

EDUCATION, QUALIFICATIONS AND TRAINING

Essential

- Educated to GCSE standard in English and Mathematics
- Possession of suitable Safety, Health and Environmental training, for example Health and Safety in the Office or similar and Environmental Awareness for the Office or similar
- Experienced Fire Warden

Desirable

- IOSH Managing Safely, IEMA Environmental Awareness or similar
- DSE Assessor training
- Experienced Fire Coordinator

ESSENTIAL TECHNICAL SKILLS AND EXPERIENCE

- Proficient in Microsoft; Office, Word, Excel and PowerPoint
- Professional and enthusiastic in approach, able to work unsupervised using their initiative and to given deadlines
- Effective communicator

DESIRABLE TECHNICAL SKILLS AND EXPERIENCE

- Ability to analyse information and present in an appropriate format
- Experience in the construction, engineering or enforcement

If you would like you apply for this position please send an up-to-date CV and covering letter to recruitment@brymor.co.uk.