

Role profile		
Job title	Administrator (SHEQ)	Reference ID: W13114
Location	Flexible	
Reporting to	Group H & S Manager	

PURPOSE STATEMENT

To provide a full and efficient administrative support service to the business and the H & S team to ensure the smooth running of the H & S department.

KEY ACCOUNTABILITIES

Policies & Procedures

- Respond to queries from the business with respect to guidance on H & S Policies & Procedures
- Maintain the H & S sections of the Document Management System (DMS) to ensure updated Policies Procedures and H & S Forms are uploaded along with revisions to OHSAS 18001.
- Communicate / distribute details of changes to H & S Policies & Procedures and H & S Directives, Alerts and Notices to the business, maintaining accurate records of this.
- Manage the Corporate Eye care Programme to ensure Eye care Vouchers are issued as required, accurate records are maintained and relevant personnel are notified.

Training

- Formulation of H & S training schedule and liaison with H&S team to ensure distribution of certificates to trainees.
- Co-ordination of Course Handouts to include printing arrangements and historical course records.
- Collation of external training course data and details of Tool Box Talks for monthly reports.

Accidents & Incidents

- Review absence dates and employee information and liaise with internal and external personnel to complete incident investigation forms, comprehensive reports and statements.
- Distribute accident and incident information to relevant personnel, to include monthly circulation to H & S team.
- Maintain the company accident / incident statistics including AFR & AIR rates.
- Collate a comprehensive accident / incident reporting procedure.

Record Keeping & Computer Systems

- Maintain up-to-date and accurate H & S records to include information on incidents / accidents, dangerous occurrences, site visits, COSHH assessments, training, asbestos exposure, investigation statements and audits etc.
- Arrange and distribute upgrades to Sygol software, forwarding details on to COSHH Co-ordinators within the business.
- Use the Sygol programme to research details of COSHH assessments and forward information to personnel as appropriate.
- Maintain the Health & Safety library with monthly HSE publications and distribute as necessary to the H & S team.

General Administrative Processes

- Monitor weekly attendance through liaison with Human Resources, to co-ordinate the completion of holiday and sickness forms for the H & S team.
- Take accurate meeting minutes to be circulated within agreed timescales and maintain up-to-date records of matters under discussion.

- Responsible for the word processing of documentation as required by the H & S team.
- Open and distribute post / faxes as appropriate, photocopy documentation as required and maintain H&S filing systems.
- Check invoices and question discrepancies with suppliers, collate relevant paperwork and pass to Accounts for payment.
- Ensure the provision of stationery within the H & S team and the business where pre-printed H&S pads / forms / booklets etc are required.
- Any other tasks deemed appropriate to ensure the team achieve their targets.

Other

- Manage the document management systems policies, procedures and processes
- Teams document management (compliance).
- Record keeping for internal systems & registers (compliance).
- Control and tracking of documents.
- Quality checking and filing of Quality, Health & Safety and Environmental documentation.
- Arranging external surveillance audits and managing the audit programme.
- Full support of external audits.
- Maintenance of ISO 9001, ISO 45001 & ISO 14001 systems to conform with internal / external audits which also includes recommendations for improvement. (Gap Analysis).
- Investigate and respond to non-conformities raised against certification bodies during internal & external audits.
- Membership and Accreditation renewals – completing renewal and uploading supporting evidence to the external auditor for verification.
- SSIP Management / Compliance. (Safety Schemes in Procurement) Management of the live portals ensuring we remain compliant. Safecontractor / Achilles UVDB & Building Confidence / Builders Profile / CHAS / Constructionline / ACDC
- Supply Chain Sustainability School – Manage dashboard
- PQQ (Pre-qualification Questionnaire)
- Quality system support
- Technical support – Gary Heitmann
- RoSPA Achievement Award – Annually
- Additional admin – raising PO's / IOSH Portal (Training) / UKATA Asbestos Portal

TECHNICAL SKILLS / KNOWLEDGE

Essential

- A good general education, to GCSE or equivalent.
- General secretarial qualification such as RSA typing II or equivalent.
- Previous secretarial / administrative experience or equivalent.
- Strong organisational skills and an ability to prioritise own workload and others.
- Computer literate with a good working knowledge of Microsoft Word, PowerPoint and Excel.

Desirable

- Secretarial / administrative experience gained in a similar H & S role
- H&S Qualification



Excellence



Relationships



Teamwork



Pride

QUALIFICATIONS / PERSON SPECIFICATION

- Confident, professional approach with a flexible attitude to working
- Excellent telephone manner.
- Smart, professional appearance
- An efficient and accurate approach to work with an eye for detail
- Dependable and willing to work as part of a team, supporting and working with all functions within the department
- Ability to tackle both the mundane and challenging and interesting tasks with equal willingness and enthusiasm.
- Within easy travelling distance to the place of work
- Ability and willingness to learn new skills
- Promote a “can do” attitude
- Ability to communicate effectively (written and verbal) at all levels

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 31 May 2022

If you are interested, please email your CV with the following reference number W13114 to recruitment@lornestewart.co.uk