

Job Description:
QHSE Co-ordinator

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| Function: | Government and Agencies |
| Generic job:  |  |
| Position:  | QHSE team Co-ordinator |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | QHSE Manager  |
| Additional reporting line to: |  |
| Position location: | TBA |
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| 1. Purpose of the job  |
| Provide coordination and administrative support to the contract QHSE team with Health and safety, food safety, risk, environmental and quality compliance activities. |
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| 3. Organisation chart  |
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| 5. Main assignments  |
| * Undertake statistical trend analysis of accident, near miss and HSE inspections and audit results
* Client reporting system (Interlex) – be POC in contract for all queries and access requests, assess close out timelines of incidents and work with Client (ADSL) POC on monthly data capture
* Assist QHSE team on data gathering collation as a result of accidents, incidents or claims
* QHSE comms preparation ie: Quickshares/huddles and seasonal key messages
* Support QHSE team in the preparation of new initiatives around HSE, Sustainability and Wellbeing and social value (working closely with HR BP and CRL team)
* POC for Client (ADSL) HSE coordinators
* Work with QHSE team on Client HSE events planning ie: Zero harm day, new campaigns
* Communicate and record changes to QHSE process, policy and legislation as directed from internal comms
* Collation of monthly hours submission to Client (ADSL)
* Collation of contract complaints/compliment reports and assisting in any mitigation investigation
* Maintain Covid register and report positive cases onto Safegard system
* Monthly reporting and slide deck preparation for key meetings
* Preparing submission for monthly news letter/good news stories
* Monthly mandatory training returns verification
* Assisting in arranging training for First aid, fire safety and FS L3 as well as mental Health first aider courses
* Providing general administrative support to QHSE team.
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| 6. Accountabilities |
| * Undertake QHSE data analysis and trending to enable QHSE team to identify risks, issues, and improvements
* Timely preparation of monthly reports and key communications
* Coordinate and monitor contract audit programme
* Provide general support and co-ordination activities to QHSE team
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| 7. Qualifications and Experience  |
| Essential* Experienced co-ordinator/administrator
* Good organisational and communication skills and production of concise information.
* Good IT skills with experience in Microsoft suite of programmes
* Ability to prioritise, work to tight deadlines, both prescribed and self – imposed
* Ability to establish and maintain good working relationships at all levels
* Analyse problems, develop opportunities, and implement innovative solutions

Desirable* Experience within QHSE
* Working towards ISOH managing safely ( or Sodexo managing safely)
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| 8. Competencies  |
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| * Growth, client and customer satisfaction, quality of services provided
 | * Industry acumen
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| * Rigorous management of results
 | * Analysis and decision making
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|  | * Planning and organising
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| * Innovation and change
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| * Brand notoriety
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date | 02/07/2021 |
| Document Owner | CM |

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