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| **JOB TITLE** | HSE Administrator |
| **REPORTING TO** | HSE Administration Manager |
| **DEPARTMENT** | Health, Safety & Environment (HSE) |
| **LOCATION OF ROLE** | Yeovil |
| **NAME OF JOB HOLDER (where applicable)** |  |

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| **JOB HOLDER'S SIGNATURE:** |  | **DATE:** |  |
| **MANAGER'S SIGNATURE:** |  | **DATE:** |  |

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| **JOB PURPOSE** |
| Reporting to the Leonardo HSE Administration Manager, assist in the delivery of the administration service to the HSE Department.  As a member of the Health, Safety & Environment administration team you will be expected to:   * Assist, when necessary, with additional projects and tasks to meet the needs of the business as directed by the HSE Administration Manager * Participate in administration team reviews and contribute positively to enhance the efficiency and delivery of the service * Support other members of the Administration Team in the delivery of an efficient Administration service, exploring opportunities to improve and enhance the quality of HSE processes and procedures. |

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| **KEY JOB ACCOUNTABILITIES** |
| * Provide administrative support to the HSE Administration Manager and wider team to include database entry, typing up of documents and minute taking * Support the co-ordination of Leonardo HSE training in respect of planning and delivery, including the maintenance of employee training records * Enter data within the Electronic Management System Software for all aspects of HSE applications * Amend HSE documentation as required to agreed timescales and formatting standards * Provide administration support to the HSE team including support with document formatting and software queries * Support administration of the document management control system within the HSE Department * Support the maintenance of all other electronic HSE databases and communication systems including the HSE Helinet page and SAP MSDS * Provide support to other members of the HSE Administration Team in respect of the implementation of Workday to support the HSE Training programme and process requirements * Administer travel requirements for all HSE staff, including the input of expense claim data onto the Company approved system * Electronic scanning, archival and filing of HSE data to established protocols and procedures * Co-ordinate the Company approved system for the management of DSE training and assessments including the maintenance of data and the DSE recall process * Co-ordinate the DSE equipment loan spreadsheet * Ad hoc duties as required to include ordering of department stationery, booking of conference facilities/meeting schedules, raising maintenance requests and ordering refreshments using the approved company system * Undertake any other duties as may reasonably be required by the HSE Administration Manager. |

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| **ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE** |
| * Good interpersonal and team skills and the ability to communicate and interact with staff at all levels within the company (orally, electronically and in writing) * Excellent organisational skills and attention to detail with a methodical and systematic approach * Proven administration skills * Demonstrate competency and proficiency in relation to MS Office applications and coupled with ability to be willing to train on bespoke software packages * Ability to work alone and as part of a team * Self- motivated and proactive with the ability to use your own initiative * Previous use of SAP is desirable. |