

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 |
| |  |  | | --- | --- | | * Growth, client and customer satisfaction, quality of services provided | * Industry acumen | | * Rigorous management of results | * Analysis and decision making | |  | * Planning and organising | | * Innovation and change |  | | * Brand notoriety |  | |

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| 9. Management Approval – To be completed by document owner |
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