

Employee		Job Title	HSQE Administrator
Department	HSQE	Location	Waterloo
Line Manager	Environment & Sustainability Manager	No. of Direct Reports	0

<p>Job Purpose</p> <p>We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.</p> <p>We operate in a sector where demand is expected to outgrow supply and where the attraction and retention of good people must be our primary focus. We seek to provide our people with a working environment that is rewarding and challenging, where people can enjoy working, feel valued and develop their skills. Our employees understand and live by our values which breeds passion and quality to the forefront of performance where our culture is fair and good work is rewarded.</p> <p>Collaboration is key in this role and you will need to live by this value to liaise with 3 different managers in the same department of HSQE, being able to manage workload, expectations of managers and dealing with people outside of your team offering administrative support to projects.</p> <p>We are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive.</p> <p>This role would suit an administrator, ideally with in a HSQE team for a construction business, although not essential. The role will support in the delivery of group Health & Safety, Environment and Quality services to ensure compliance to applicable corporate, legal, and client requirements. This role will cover key compliance elements for HSQE across all departments and projects.</p>
<p>Key Accountabilities</p> <p>Data Analysis & Reporting</p> <ul style="list-style-type: none"> Support the team in KPI gathering and trend analysis including results of audits, close calls and hours worked Provide data and prepare periodic HSQE reports for Management Manage SmartWaste, our online waste reporting system. This entails ensuring compliance that relevant certificates are present and in date, aiding users to enter information and entering all background data Collate data for key areas within the Sustainable Business Plan and report on progress towards meeting goals Log, categorise, analyse and forecast close calls and provide data to the close call working group Collate supplier performance feedback from site teams and submit back to individual suppliers Assist in data gathering for external requirements including Planet Mark <p>Documentation & Record Keeping</p> <ul style="list-style-type: none"> Develop HSQE toolbox talks, briefings and campaigns for cascade across projects/offices where appropriate Maintain and log key compliance records including PPE issue, HAVS assessments and briefing records <p>Audits & Inspections</p> <ul style="list-style-type: none"> Conduct HSQE internal audits and inspections of departments and projects Prepare for and participate in external audits as directed by the HSQE team <p>Fleet Management</p> <ul style="list-style-type: none"> General coordination of the company fixed vehicles, multidrive vehicles on hire and grey fleet Daily maintenance and management of the FleetCheck system including updating returned and outgoing vehicles, requesting regular licence updates and removing exiting staff from the database, managing new drivers/vehicles, ensuring they are compliant with company and insurance policies. Coordinate with the hire company, insurance company and on site staff in the occasion of a vehicle incident. Update and manage the ULEZ, Congestion Zone, Dartford Crossing, CAZ, Rotherhithe tunnel and other Toll Road accounts Settle Penalty Charge notices (PCN), Bus Lane fines, parking tickets and Police Notices with those responsible Ensure all drivers are compliant with the Insurance obligations i.e. keeping MOT's, Road tax and driver's fit to drive data up to date <p>In addition to the above</p> <ul style="list-style-type: none"> Support team meetings by recording actions and facilitating close out Carry out research into products, training or services that could improve efficiency Assist in event management as directed by the team

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- Coordinate and produce the monthly HSEQ newsletter
- Identify volunteering and community engagement opportunities that the group could participate in
- Monitor expiry of company memberships and certificates to ensure these are renewed when required
- Assist in the development and maintenance of the IMS as directed by the Compliance Manager
- Participate in a working group supporting our core values
- Any other duty as directed by the team

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role.

KPIs

You will support the company in achieving the KPI's as defined within the Sustainable Business Plan.

Job Requirements

- A keen interest in health & safety, sustainability and the environment and / or quality processes is desired
- Experience of data analysis, monitoring, and reporting

Competencies & Training Requirements

- Competent in the use of Microsoft office applications
- Previous experience in a similar role/within the industry

Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature