

## SHEQ Coordinator

<b>Generic title</b>	Admin support
<b>General Description</b>	Works under close supervision providing administrative support to the team.

## Competencies

<b>Achieving Results</b>	Capacity to work well within clear guidelines and produce required results within own role
<b>Analytical thinking and decision making</b>	Assessment of simple data within company guidelines, policies and procedures
<b>Communication</b>	Conveys straightforward information with accuracy in familiar situations
<b>Dealing with change</b>	Will consider different approaches Capacity to accept change
<b>Teamwork</b>	Co-operate with team members to get my job done
<b>Leadership</b>	Accepting authority and the need for leadership
<b>Managing resources</b>	Appreciates the time, cost and quality of implications of their job role
<b>Negotiation</b>	Open to persuasion
<b>People Development</b>	Willingness to be developed and accept new skills

## Role definition

<b>Summary of role</b>	To undertake technical administration, SHEQ reporting and data analysis to ensure evidence and compliance on all live projects. Functional Line Manager is SHE Advisor / SHE Manager / SHEQ Manager
<b>Responsibilities and accountabilities</b>	Assist the SHEQ team in recording of statistics, accident records and general safety related documentation for producing detailed reports Liaise with HR and training manager to ensure compliance with training Requirements Collate monthly KPI's (including AFR, Training Hours and Daily Briefings) to produce a variety of reports Maintain a register of certification and renewal dates for Safety related training including CSCS/CPCS and occupational health information Maintain a comprehensive file of all accident and incidents Attend and minute monthly senior managers safety meetings Arrange a variety of safety related training courses for operatives and staff including tunnel safety card, confined space and first aid at work Schedule senior manager inspections and track for completion General administrative assistance to the Health and Safety Manager and advisors
<b>Qualifications, training and technical knowledge</b>	Educated to NVQ level or equivalent Relevant CSCS card Excellent IT skills
<b>Attributes and skills</b>	Ability to understand procedures and policies of the organisation Ability to deal effectively with colleagues Ability to work well either alone or as part of a team Good writing, analytical and problem solving skills Ability to follow oral and written instructions Know when to ask for help and guidance