

JOB DESCRIPTION	
Job Title	SHEQ Administrator
Key role objective	To work as part of the SHEQ team, providing administrative support across a range of SHEQ day to day duties. The role will also include taking overall responsibility for administrative support in relation to maintaining data quality, facilitate IMS system updates, the circulation of and acting upon client feedback from our Clients.
Reports / Responsible to	Contracts Manager (Line Manager) & Health, Safety & Environmental Manager (Works Supervisor)
Key areas of responsibility	<ul style="list-style-type: none"> • Assist in the managing of the Integrated Management System (IMS) in establishing, implementing and maintaining the IMS in accordance with both business requirements and the requirements of the relevant standards • Assist in the identification and development of improvements to the business through the IMS • Provide support to the SHEQ team in order to achieve excellent safety, health, environmental and quality (SHEQ) standards across the business; • Assist in the preparation of SHEQ assessments/management plans • managing client feedback processes including the client survey, client commendations and client complaints • Assist in the management of external audit function with our accreditation auditors • To represent the business core values at all times; • Assist in processing SHEQ audits to ensure timely and accurate performance levels are met. • Communicate, liaise and negotiate with customers, clients, supply chain contacts and operational team members to ensure compliance with SHEQ standards • Assist in delivering and implementing SHEQ standards both internally and on our clients projects as required • Provide support in relation to document control and improvement requests within the IMS • Provide support in relation creating and issuing SHEQ reports to operational teams across the business • Assist in the development of SHEQ Communications, products and training content as required • Complete internal quality audits in support of our ISO 9001, ISO 14001 & OHSAS 18001 compliance • Any other business as instructed by line management

Qualifications & Experience	<ul style="list-style-type: none"> • Able to manage own time effectively, whilst working to tight deadlines • Previous experience in a Safety, Health and Environmental capacity within the Construction Industry would be advantageous. • Basic IT skills, Word, Excel and PowerPoint. • Excellent written and interpersonal skills and the ability to challenge constructively. • Effective team working and networking skills and the ability to work independently using own initiative. • The ability to plan, prioritise and organise own workload. • Excellent customer service skills 		
Disposition / Attitude	<ul style="list-style-type: none"> • Positive outlook • Reliable and punctual • Team player • Personable and good communicator • Tolerant and sympathetic • Solutions driven and focused 		
Working Conditions	The role is head office based, but you will be expected to visit our other offices works sites in the UK as required as part of the audit team .		
Physical Requirements	The role is predominately office based, but does require that the candidate utilizes a Visual Display Unit (VDU) as part of their day to day activities.		
Approved by	Neil Coulter	Signature	
Date Approved	21/07/2016	Next Review	21/07/2017