

# Job Overview:

## HSEQ Administrator

£32,000 - £35,000

<b>Job Title:</b> HSEQ Administrator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Group (GBG)
<b>Reporting to:</b> HSEQ Director Group Quality Manager	<b>Key Stakeholders/Responsible For:</b> HSEQ Department	

### Job Purpose:

The HSEQ Administrator will provide support to the HSEQ Department in both an administrative and practical capacity to ensure the efficient and smooth day-to-day operation of the HSEQ Department. The candidate will work closely with the Group Quality Manager to help ensure the Group's activities are adequately recorded, is available for use when required and to assist in achieving objectives. The position will also provide development opportunities over time.

### Key Areas of Responsibility:

- Development and/or maintenance of existing filing systems as well as proposing alternative solutions.
- Ensuring HSEQ records (incident reports, inspection records, audits, RYG cards, alerts, notices, etc.) are archived in line with approved processes and adequately recorded.
- Development/management of HSEQ dashboard for reporting purposes.
- Assistance with Group document control processes (i.e. creating/updating documentation, management of document libraries, policy sign offs, etc.).
- Maintenance of external audit requirements by collating and organising relevant information for 3<sup>rd</sup> party assessments.
- Assisting with internal audit programme management (i.e. advance notice to assigned auditors of upcoming appointments; preparing audit documentation as necessary; etc.).
- Assisting with the management of non-conformance records.
- Assisting with the management of the communications log to help ensure complaints are closed out in a timely manner.
- Assisting with collating information for meetings (i.e. MRM Process, HSEQ Team, etc.) and taking minutes.
- Management of the HSEQ team's movements.
- Managing first aid equipment updates within Head Office to the extent necessary.
- Administration and management of the *Peoplesafe* lone working process.
- Any other duties relating to the business as instructed by the HSEQ Director and/or line manager.

***This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.***

**Knowledge & Experience:**

- Essential
  - Administrative/general office experience.
  - Knowledge of office management systems and processes.
  - Working knowledge of office equipment (i.e. printers, etc.).
  - Good understanding of document control/QA processes and general filing conventions.
  - Good knowledge of Microsoft based software applications, particularly Outlook, Excel and Word.
  - Internal GDPR training.
- Beneficial
  - Working knowledge of Web based EDMS (electronic document management systems).
  - Awareness of management systems and/or one or all of the standards that make up the Group IMS (9001; 14001; 45001/27001).
  - Knowledge of other Office apps such as SharePoint, Teams, OneDrive, etc.
  - Experience of working within the building services/construction/engineering industry.

**Attributes & Skills:**

- Excellent time management skills and the ability to prioritise work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organisational skills with the ability to multi-task.
- Able to follow up on outstanding actions through own initiative.
- High level of numeracy.

**Qualifications:**

- Essential
  - GCSE level (or equivalent) as minimum
- Beneficial
  - Relevant administrative assistant / secretarial / document control qualification
  - Entry level QA management i.e. one or more CQI / IRCA approved Foundation Level modules; Internal Auditor; Introduction to QA Management; etc.
  - Entry level process orientated training i.e. IOSH; IEMA; etc.