

# Role Profile

## **Role Title:** Health and Safety Coordinator

**Business Area:** Group Services

**Department/Team:** Growth and Assurance – Health and Safety

**Reports to:** Safety Systems Lead

**Direct Reports and span of control:** None

**Dimensions (budget holder, level of contract/systems etc responsibility):** Administers and supports the data capture, development and administration of Health and Safety management software packages or systems

**Created/Reviewed date:** April 2023

## **Role Purpose**

To provide support to the Safety Systems Lead in ensuring that Health and Safety data held in management systems meets the need of the business, capturing accurate information that is managed in accordance with all prevailing legislation.

To support to the Safety Systems Lead in relation to consulting with teams across the business to understand their needs, align the systems where possible to provide user friendly solutions and to support all colleagues in being confident to discharge their duties effectively, using the tools provided. Analysis of the information and providing the business from top to bottom accurate and current compliance information in relation to the data collected and stored.

## **Key Accountabilities**

Under the direction of the Safety Systems Lead, assist with delivering and continually developing and enhancing Aster Groups safety systems, assist in the provision of accurate, meaningful statistical information in relation to Health and Safety across the Group and provide support to the wider safety team.

1. To assist with the introduction and development of the company's electronic health & safety systems, ensuring that they reflect the nature of Asters business and culture, and to ensure that they are fully embedded and adopted throughout the organisation.
2. To assist in developing electronic safety system to better enable compliance information to be fully accessible and relevant to all managers for areas of the business for which they have responsibility
3. To assist in providing regular high-quality reports regarding health and safety compliance to Group Health and Safety Panel and other relevant management meetings, as necessary.
4. Assist the Safety Systems Lead as required by helping managers and employees to develop, introduce and maintain systems and procedures to minimise health and safety risks in all the company's workplaces and ensure compliance with statutory provision.
5. To assist in the integration of safety systems with the groups key data management systems to enable improved and more consistent data analysis.
6. To assist with the development, documentation and updating following any system or process changes. Keeping all safety systems training materials current.
7. To assist with the training and development of safety system users across the business in the safety system management processes.

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8. To provide support, training, and information to all colleagues in relation to getting the best out of the safety systems to achieve and document any required compliance objectives as set out in Group policies and procedures.
9. Where required, to assist the Safety Systems Lead in designing and undertaking system and procedure audits from time to time and report on findings to management and Boards.
10. To champion best practice document management within the safety management system and to work with other teams to ensure that health and safety compliance is considered in relation to any future related IT system development.
11. To assist with managing and maintaining the system configuration, organisational configuration, and Structure of the safety system in accordance with the business need.
12. To assist with managing the portals and App's to ensure all colleague and any other relevant persons can be provided with access to report as required.
13. To assist with the development of forms and questionnaires in conjunction with relevant stake holders ensuring they are fit for purpose and deliver on the business need.
14. To assist with data cleansing by adding and modifying data to ensure it is stored in the correct location and is accurate and consistent.
15. To maintain a focus on continuous improvement in relation to data management
16. To assist with producing reports and provide interpretation where required in relation to system management processes
17. Undertaking other duties and responsibilities as may reasonably be required from time to time by the Safety Systems Lead.

## Experience and Qualifications

### Education, Vocational Training & Qualifications

Excellent all-round computing skills possibly gained within a formal academic environment or through alternative experience – desirable

A current, full driving license or the ability to travel around the local vicinity – Essential

### Experience

Experience of working with and managing data within a data base- Essential

Good working knowledge and understanding of General Data Protection Regulation (GDPR) requirements - Essential

A working Knowledge of the SHE Assure system – Desirable

Experience of working in a health and safety team– Desirable

Experience of affordable Housing – Desirable

Experience of producing formal reports for designated meetings – Desirable

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Experience of developing and delivering training on system processes – Desirable

Experience of using PC packages including Word, Excel, PowerPoint, - Essential

Ability to communicate effectively with internal Departments and suppliers, able to handle enquiries in a confident, professional, and competent manner - Essential

Ability to organise and plan daily workload to known deadlines and project requirements - Essential

Knowledge of the Aster Group and its companies - Desirable