**Role Profile**

**Role: SHEQ Coordinator**

**Reporting to: Regional SHEQ Manager**

Beauparc is a leading waste and utilities business ideally positioned to be part of the solution to some of the main environmental problems facing society today: reducing waste, avoiding pollution, and preventing the unnecessary use of finite natural resources.

As a Group, Beauparc employs approximately 2600 employees over 44 locations in 6 countries in Europe primarily in the UK and Ireland. Above all, our team is committed and passionate about our vision to ensure that we work together to create a safer environment for our people, planet, and partners.

**Key Accountabilities**

Reporting to the Regional SHEQ Manager, and a key member of the SHEQ Team, SHEQ Coordinators are key for leading and driving a culture which never compromises on the health and safety and environment of employees, contractors, customers, and partners by ensuring the workforce is fully engaged in understanding their responsibilities and empowered to take action when required. The role is also required to continue to develop, build and execute proactive and sustainable hazard risk management systems in line with business objectives in order to monitor safety, health, environmental quality and corporate risk with the ultimate aim of hazard control, zero injuries and autonomous safety.

**Key responsibilities**

* Work under the direction of the Regional SHEQ Manager to achieve business objectives
* Assist and drive plans for SHEQ related activities to ensure the organisation achieves excellent levels of health, safety and environmental performance.
* Ensure all accidents, incidents, near misses and non-conformities are correctly reported and investigated in accordance with company procedure.
* Effectively maintain accident report files, incident files, accident investigations, corrective actions to prevent reoccurrence, and other related safety concerns.
* Produce monthly reports from the health & safety and environment department with regards to company performance.
* Develop a relationship with the direct line operational leaders, contribute to functional developments to ensure full compliance of the business with Group requirements.
* Review and create necessary SHEQ documents (risk assessments, safe systems of work & CoSHH
* Develop and maintain the business unit’s management systems
* Be responsible for document control for our management systems
* Conduct and document environmental checks on our operational sites
* Organise external surveys and assessments when required ensuring records of corrective action
* Manage the contractor control database ensuring all documents are maintained
* Manage the off-taker waste destination list ensuring all documents are maintained

**Training/ Qualifications**

* Experience in a similar role would be beneficial however other experience will be considered
* Qualified to IOSH Managing Safely
* NEBOSH General Certificate level or willingness to obtain
* Self-motivated and confident
* Microsoft Office skills
* Full Driving Licence

**Key relationships**

* Regional SHEQ Manager
* SHEQ Officers
* UK Group SHEQ Manager
* Heads of SHEQ
* Operational Directors and Managers

**Salary**

* Circa £28 – £30k
* 24 days holiday plus bank holidays