


Job Description Template			
	Document Number: FG_HR_P.01 Form 08	Version no: 2	Page Page 1 of 2
	Creation Date: 25/05/18	Next Review Date: 25/05/21	

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Job Description – Apprentice QHSE Administrator

Department/location:	QHSE / HULL
Hours of work:	0830-1700 Monday - Friday
Line Manager	Group Quality & Environmental Manager
Operational Management	QHSE Manager Midlands and Yorkshire
Holiday:	25 days plus 8 Bank Holidays per year
Other benefits:	Death in service insurance

General:

Based at our Hull Office, the Apprentice QHSE Administrator is responsible for supporting the QHSE Management Team with the administrative tasks associated with the day to day running of the department. The role would be ideally suited to an individual who is looking to undertake a workplace Business Administration or HSE apprenticeship.

The QHSE Management Team consists of the Technical & Compliance Director and three QHSE Managers who are all based at different locations across the country. For this reason, good communications and computer skills are essential with the ability to communicate effectively using phones, email and video conferencing and to input and update QHSE related records accurately and efficiently.

Main Duties:

- Assist QHSE Management Team with administration support
- Assist with logging near misses and hazards in Effective Software database
- Assist QHSE Management Team with logging accidents and incidents in Effective Software
- Set up new approved suppliers, contractors and sub-contractors on Effective Software following management approval
- Support QHSE Management Team with form and template creation
- Assist QHSE Management Team with inputting and scheduling audit reports
- Maintain and upload documentation to Effective Software
- Act as Effective Software Super User
- Note taking in meetings as directed by line manager
- Support the continuous improvement of the Integrated Management System


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
3 A Levels (or equivalent) or relevant administration experience	E	CV
IOSH Managing Safely	E**	n/a
Business Administration or Safety, Health & Environment Technician Apprenticeship (Level 2- 4)	E**	n/a
Experience		
Experience of working in and ISO accredited company	D	CV/I
Experience of working with QHSE Software	D	CV/I
Experience of working in the waste industry	D	CV/I
Experience of working within an administration role	D (Essential if academic qualifications not held)	
Specific Post Knowledge/Skills		
Fully competent in Microsoft Applications including Word, Excel, PowerPoint, Outlook and Teams	E	CV/I/PA
Personal Characteristics		
Commitment and aptitude to undertake and pass the apprenticeship above mentioned (within 24 months of study)	E	I/PA
Excellent communication skills, verbal and written, to liaise with all members of the QHSE Team and other members of staff	E	CV/I
Ability to learn quickly and retain information	E	PA
Time management skills, with the ability to prioritise tasks	E	CV/I
Independent worker, able to work with or without supervision	E	CV/I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment