

Health, Safety & Environment (HSE) Coordinator

Ideally based in the North East region within commutable distance to Darlington

Highly competitive salary

Full time, permanent position

We have an exciting opportunity for an enthusiastic and well-organized HSE Coordinator to provide administration support the Health, Safety & Environment team and ensure legal and industry compliance throughout all locations and business activities here at ReddeNorthgate.

ReddeNorthgate was formed in early 2020 following a successful merger to become the UK's foremost integrated mobility solutions provider.

Key responsibilities and duties

- Promotes and raises HSE awareness and culture across business units.
- Analyse incident data to identify causes, trends and safe controls where appropriate.
- Ability to prepare detailed and professional reports in a timely manner.
- Supports in the implementation of audit findings and monitors compliance.
- Supports in helping produce risk assessments and other HSE documentation as necessary.
- Ensures compliance with the Company's HSE policies, procedures and risk assessments.
- Develops and maintains a professional working relationship with employees at all levels and promote exceptional standards.
- Identifies and reports any non-compliance and assist in rectifying promptly and professionally.
- Ensures the company internet is up to date with the most recent HSE documentation and information.
- Managers the administration of the company health and safety online reporting system
- Reviews and uploads compliance types ensuring follow up works are actioned.
- Carries out accident investigations and produces reports which identify causes and actions to prevent reoccurrence.
- Performs ad hoc tasks as considered appropriate with the role.
- Management of current eye wear voucher system
- To assist with the completion of external audits
- Prepared to commit to further personal development training.
- Communicate effectively and professionally with external local authorities where the need may arise

Person spec

Essential

- Previous experience of working within a HSE role is necessary
- H&S qualification
- Committed to further personal development training to support and improve knowledge.
- A team player who works well against timescales and can deal with issues confidently
- Good communicator who can build and develop relationships at all levels
- Sensible and practical approach to issues and problem solving
- Excellent IT Skills, including Excel, Word and PowerPoint
- Good telephone manner
- Flexible approach to daily duties
- Able to prioritise workload
- Able to use own initiative
- Identifies & engages key stakeholders to ensure support in all HSE matters
- Holds full driving licence
- Basic knowledge of Excel, word, Microsoft calendar and power point.

Be part of our future

If you would love to join our team as Job Title, we encourage you to find out more. Apply today by emailing your CV to apply@northgate-careers.com.