# CANDIDATE SPECIFICATION

## JOB TITLE
Health Safety and Facilities Coordinator

## REPORTING TO
General Manager

## DEPARTMENT/SUB DEPARTMENT
Composites

## LOCATION
Clevedon, Somerset

## OVERALL PURPOSE
Responsible for the coordination of all Health, Safety and Facilities activities and administration.

## PRINCIPLE ACCOUNTABILITIES
- Manage and co-ordinate Health and Safety administration relevant to site,
- Create and maintain sites database of Health and Safety activities,
- Update and maintain Company’s database on internal intranet,
- Co-ordinate first aiders, first aid stock, accidents and incidents, reporting and progress,
- Co-ordinate Occupational Health Surveillance, liaising with Group Human Resources where required,
- Co-ordinate all Risk Assessments for site,
- Co-ordinate all external audits/inspections/undertakings and ensure timely resolutions (Allianz, RPS etc.),
- Co-ordinate all self-carried out inspections and manage findings, e.g. ladders etc.,
- Co-ordinate Fire Prevention and Risk Assessment Audit,
- Co-ordinate Welfare activities,
- Assist in the Environmental Management System at the Group,
- Coordinate the undertaking of DSE Assessments and COSHH Management on site,
- Manage and co-ordinate facilities administration relevant to site,
- Act as contract co-ordinator as a focal point for the Group Facilities for the management of all contractors,
- Create and maintain contractors database,
- Create and maintain Planned Maintenance database for plant, equipment and building,
- Co-ordinate and manage all site planned maintenance activities,
- Co-ordinate all Waste Management,
- Co-ordinate disposal of WEEE,
- Co-ordinate exterior works; gardener, window cleaner, roof maintenance etc.,
- Co-ordinate Permits to Work,
- Co-ordinate fire alarm system, extinguisher, doors, weekly/monthly checks,
- Co-ordinate intruder and security systems,
- Co-ordinate all utilities meter reading/checking and compiling data,
- To co-ordinate HS meetings and information on a monthly and ad hoc basis,
- Perform other duties as reasonably requested by Management,
- Co-ordinate with IT and HR department as and when required.

## QUALIFICATIONS

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<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Maths/English GCSE (or equivalent), grade C or above</td>
<td>✓</td>
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<tr>
<td>Occupational Health and Safety, IOSH, NEBOSH or equivalent</td>
<td>✓</td>
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## EXPERIENCE/ SKILLS

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Awareness and interest in Health and Safety legislation</td>
<td>✓</td>
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## Experience

- Experience of Health and Safety implementation in the workplace, e.g. carrying out Risk Assessments  
- Experience in a similar role – Health and Safety or Facilities in a manufacturing or similar multi-disciplined environment  
- Excellent hazard spotting across a wide range of disciplines.  
- Experience of assisting in safety orders and ability to compile reports  
- Ability to review complex information and relay to a wide audience range.  
- Understanding of SAP or a similar ERP system  
- Ability to maintain confidentiality  
- Microsoft office, including Word, Excel and Outlook  
- Ability to work independently while collaborating in a team environment  
- Ability to work under pressure and to deadlines

## PERSONAL SKILLS

### ESSENTIAL  
### DESIRABLE

- **Team Player**  
- **Strong Work ‘Can-do Ethic’**  
- Exceptional at building relationships  
- Excellent Customer Service skills  
- Strong attention to detail and time management  
- Exceptional **Planning and Organisation** skills  
- High awareness of **Productivity** and **Quality**  
- Excellent **Communication** skills  
- **Flexibility**  
- Takes **Responsibility** for actions  
- **Learn, Apply and Improve**

*part of the Ipeco Competency Framework*