

Job Description

Job Title:	Group Health, Safety and Compliance Officer	
Department:	Compliance Team	Reporting to: Director of People & Compliance
Location:	Gillingham, Kent	Hours of Work: 8.30am – 5.00pm
Job Description Created:	April 2023	

Purpose of the Role:

The Group Health, Safety and Compliance Officer will be responsible for assisting with the management and maintenance of the Health & Safety, Quality, Environmental, Supply Chain, and Compliance systems.

They will work within company compliance team, to complete internal audit provision, monitor outcomes, and manage systems.

Key Responsibilities (but not limited to):

- Monitor and maintain COSHH database
- Monitoring accident, incident and near miss reporting systems
- Ensuring monthly site inspection checklists are completed/recorded
- Monitor H&S email inbox
- General administration and minute taking for H&S committee meetings
- Monitoring KPI data and assist in compiling reports
- Monitoring FSHL Group facilities compliance dashboard
- Ensuring the organisation complies with the reporting requirements of fire industry statutory bodies, and prequalification questionnaires, as required. (ISO, BAFE etc). Assisting with audits, online forms, and regulation management.
- Responsible for the maintenance and development of our quality and environmental management systems - ISO9001/ISO14001 and working towards ISO45001.
- Assist with internal/external audits and audit schedules.
- Ensuring processes are adhered to as per the documented procedures.
- Monitor, maintain and update the supply chain. Manage and maintain all compliance and health & safety functions and processes, to include keeping supplier portals up to date and completing pre-qualification questionnaires.
- Assist in the co-ordination, monitoring and implementation of the company training program and maintenance of employee training records as required including health & safety.
- Ensuring tools, PPE and uniform for engineer staff is appropriate, in good condition and to monitor stock levels.
- General administration duties, to assist where necessary.
- Equipment calibration, equipment asset management.

Skill Requirements –

- Strong administration skills
- Familiarity with business software such as Microsoft Office
- A high level of confidentiality
- Excellent interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- The flexibility and willingness to learn
- To enjoy working with people
- Tact and diplomacy
- The ability to work as part of a team, but also autonomously
- The ability to work accurately, with attention to detail

Competencies –

- Understanding ISO9001/ISO14001
- Internal auditing advantageous but not essential
- Good understanding of General compliance practices
- Good knowledge, and understanding H&S
- Understanding legal and regulatory obligations within fire industry
- IOSH managing safely qualification desirable but not essential
- Familiarity of a H&S environment

Competency Level: 2