

**Job Description – Beauparc**

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| **Job Title** | SHEQ Coordinator |
| **Reports to**  | Regional SHEQ Manager |

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| **About Us**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 3200 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 |

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| **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
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| **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
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