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**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 |