

Position description

Position title	Health & Safety Administrator
Group / Branch	People, Safety & Governance / Health & Safety
Reports to (Title)	Group Manager Health & Safety
Competency level	Individual Contributor

Job Purpose

The Safety Administrator will assist the Group Manager Health & Safety achieve the newly developed Safety Strategy, aiming to move to a leading culture at South East Water. Working closely with the Health & Safety Leadership team the position will be primarily responsible for health and safety administration requirements.

This position will report to the Group Manager Health & Safety and will work closely with the Health & Safety Leadership team on a day-to-day basis.

Key Accountabilities

- Support the Group Manager Health & Safety with the co-ordination and promotion of health and safety initiatives and programs in alignment with the overall People, Safety and Governance Strategy.
- Provide administrative support for various health and safety projects and operational tasks.
- Support the development and implementation of effective health and safety programs and processes as required.
- Work collaboratively and build strong, trusted relationships with key internal and external stakeholders.
- Co-ordinate health and safety administration requirements including invoicing, data entry and recording keeping, filing system and maintenance etc...
- Ensure confidentiality and privacy policies and procedures are adhered to with the strictness of confidence.
- Support the Group Manager Health & Safety to identify opportunities to further customize and adapt offering to the health and safety needs and risk areas of employees at South East Water.
- Support the Health & Safety Lead Operations oversee the Injury Management and Return to Work for employees presenting with work related and non-work-related injuries and illnesses in consultation with internal and external stakeholders.
- Provide back up support to the Health & Safety Co-ordinator as required e.g. during periods of leave.

Knowledge, Skills & Experience

- Demonstrated experience in a similar role with a proven track record of delivering positive outcomes (highly desirable)
- Strong passion towards employee health and safety
- Proven ability to build strong and trusting relationships with internal and external stakeholders
- Well-developed analytical, written, and verbal communication skills
- Ability to plan, organise and follow through on projects.
- Demonstrated ability to work with a range of stakeholders and diverse teams
- Strict adherence to confidentiality of information, and attention to detail, drive to meet deadlines and a strong motivation to work efficiently unsupervised, and the ability to prioritise actions.
- High proficiency and literacy across the Microsoft suite of products and other systems would be an advantage.

Dimensions

Organisational Chart



Number of people managed:

N/A

Size of budget managed:

N/A

Value of Assets managed:

N/A