

Aspire Job Description

Job Title:	Health, Safety & Environmental (HSE) Administrator POSITION ID: HSEADM525
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)
Location:	TidNBul
Reports to:	HSE Manager (West)
Key Purpose of the Role:	Responsible for providing comprehensive administrative support to the HSE Team
Key Responsibilities:	<ul style="list-style-type: none">• Maintenance of Garrison specific OSHENS reporting system• Liaise with managers/supervisors to track their progress with action points/findings from OSHENS investigations• Production of HSE summary and statistical data from the OSHENS reporting system• Collate and record inspections from multiple departments in line with the requirements of the schedule• Maintain electronic filing systems, including archiving and securely disposing of sensitive information where appropriate• Maintaining and updating spreadsheets/databases ensuring accuracy, currency and integrity and informing HSE team members when documents are due for review• Communicating with relevant stakeholders regarding HSE information• Carry out minute taking duties for HSE related meetings• Ensure the adoption of ADSL HSE policies and procedures and local HSE policies and procedures throughout the area of responsibility• Ensure the adoption of safe working practices during the delivery of the service• Maintain personal, departmental and Garrison security requirements within the scope of operational delivery• Carry out such other duties as may be reasonable, required from time to time by line management

Aspire Job Description

Qualifications

Essential:

- GCSE English and Maths
- Previous experience of providing administrative support in a demanding and performance driven environment.

Desirable:

- Business Administration NVQ
- ECDL (or equivalent)
-

Experience & Knowledge:

Essential:

- A high level of knowledge and experience of using Microsoft Excel
- A high level of literacy and IT skills with a good working knowledge of Microsoft Office packages and other IT Software
- Excellent interpersonal and communication skills both verbal and written
- Proven ability to prioritise and carry out work in a logical manner
- The ability to build strong working relationships with internal departments as well as external customers and contractors

Skills:

- Highly organised with an ethical and professional approach
- Proven ability to prioritise tasks, pay attention to detail, work proactively and use initiative
- Proven ability to work as part of a team
- Enthusiastic, willing and helpful

Date:

08/04/2019