

Name	
Job Title	HSE Coordinator
Reports To	Group HSE Director
Company	Ashcourt Group Ltd

Core Duties/Responsibilities

(The key responsibilities of the role against which performance is measured)

- Coordinate and maintain all health and safety documentation across the Group, ensuring accuracy and version control.
- Support divisional HSE teams by preparing and distributing risk assessments, method statements, and other health and safety documentation.
- Liaise with key personnel across the Group to gather relevant industry-specific and legal health and safety information to ensure documentation accuracy and compliance.
- Assist in the development and preparation of health and safety documentation that can be standardised and implemented across all divisions within the Group.
- Assist in the rollout of group-wide HSE procedures and systems, ensuring consistent application across all sites.
- Monitor the completion of safety actions and documentation using My Compliance.
- Maintain digital systems and databases for health and safety records and reporting.
- Provide administrative support and task distribution for the H&S team during audits and inspections.

Health & Safety Responsibilities

- Support in accidents, incident and near miss investigations by providing statements and evidence where required
- Provide reports on analysis on accident statistics and trends
- Ensure safety actions on My Compliance are closed out by managers in a timely and appropriate manner
- Follow and adhere to risk assessment controls, Safe Systems of Work and PPE requirements
- Comply with all legal requirements
- Take care of your own health and safety and others that may be affected by your actions

Qualifications required for the role	Essential	Desirable
Full Driving Licence	✓	
NEBOSH General Certificate or IOSH Managing Safely	✓	

Experience required for the role	Essential	Desirable
A minimum of 3 years' experience in an administration role within a busy office environment	✓	
Experience providing administrative support within a health, safety, or compliance environment	✓	

Exposure to health and safety procedures, documentation, or audits		✓
Experience working collaboratively across teams or departments	✓	

Specific Skills required for then role	Essential	Desirable
Strong organisational abilities with a proven capacity to manage multiple tasks and deadlines	✓	
Effective task prioritisation in a dynamic, fast-paced environment	✓	
Excellent written and verbal communication skills	✓	
Proficient in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook	✓	
Able to work under pressure and deliver results to tight deadlines	✓	
IT literate and confident in learning new software system	✓	
Quick to grasp new processes, tools, and technologies	✓	

Behaviours to be demonstrated	Essential	Desirable
Proactive and self-motivated with a willingness to take initiative	✓	
Detail-oriented with a commitment to accuracy and consistency	✓	
Excellent verbal and written communication skills,	✓	
Self-motivated with the ability to work without supervision	✓	
Meticulous attention to detail and accuracy	✓	
Discretion & ability to handle confidential information	✓	
Able to multi-task	✓	
Adaptable and open to change in a growing and evolving organisation	✓	