Post Title: SHEQ Coordinator

Grade: F

# Job Purpose

To promote the Council’s vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To ensure compliance in the management of Health, Safety and Environmental Regulations applicable to Bereavement Services and memorial safety.

# Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours,

linked to the following four themes:

* **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
* **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.
* **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
* **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

# Specific Duties

1. Assist in managing the health and safety strategy for the directorate, ensuring compliance with legislative requirements and industry best practices.
2. Ensure the practical application of workplace procedures and manufacturers’ or suppliers’ instructions for the safe use of equipment, materials, and products.
3. Provide advice to the service area and other stakeholders on health, safety, and environmental matters related to work activities.
4. Offer clear legislative guidance to all duty holders within the directorate who have responsibilities under the Construction (Design and Management) Regulations.
5. Support the maintenance of ISO 45001, ISO 14001, and ISO 9001 certifications across all operational services within the directorate, promoting a culture of continuous improvement.
6. Exercise the authority to stop any unsafe act or work practice identified on any Nottingham City Council site and immediately inform the relevant manager of the reasons for doing so.
7. Assist in the provision, delivery, and coordination of appropriate training to ensure the ongoing competence of staff.
8. Conduct health, safety, and environmental inspections and audits, balancing enforcement with internal support.
9. Monitor, evaluate, and update risk assessments, COSHH assessments, policies, procedures, and other safe systems of work for all directorate activities.
10. Collaborate with the directorate management team to establish and maintain relationships with external stakeholders, including the Health and Safety Executive, Environment Agency, Occupational Health, and auditors.
11. Monitor, analyse, and report on key performance indicators related to health, safety, and environmental performance.
12. Prepare and compile documentation for inclusion in health, safety, and environmental performance reports.
13. Investigate reports of accidents, near misses, dangerous occurrences, and incidents of violence.
14. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation’s EDI strategy and objectives.
15. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

**Numbers and grades of any staff supervised by the post holder: 0**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by** Ken France Head of Fleet & SHEQ Services

**Date** May 2025

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| **Job title: SHEQ Coordinator** |

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | MEASUREMENT | | | |
| A | | **AC** | D |
| **Individual Leadership** | Takes personal accountability for own development. | |  | | **🗸** |  |
| Drive and motivation, ability to deliver against challenging objectives. | | 🗸 | | **🗸** |  |
| **Change and Innovation** | Confidence and ability to put forward ideas for change. | |  | | **🗸** |  |
| Ability to be creative, to be able to identify problems and work to create solutions. | | 🗸 | | **🗸** |  |
| **Collaboration** | Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships. | |  | | **🗸** |  |
| Evidence of actively working with others to improve collaboration internally and externally. | | 🗸 | | **🗸** |  |
| **Equality, Diversity, and Inclusion** | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. | | 🗸 | | **🗸** |  |
| Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | 🗸 | | **🗸** |  |
| **Technical Skills and Knowledge** | An appropriate level of experience of health and safety management. | | 🗸 | | **🗸** |  |
| Experience in the development and implementation of health and safety policies and procedures. | | 🗸 | | **🗸** |  |
| Experience of dealing with senior internal/external customers. | | 🗸 | | **🗸** |  |
| Ability to prioritise work and work under pressure and with minimum supervision. | | 🗸 | | **🗸** |  |
| Highly motivated, with an ability to quickly adapt to new techniques and changing customer needs and demands. | | 🗸 | | **🗸** |  |
| Enthusiasm to stimulate individual and team development. | | 🗸 | | **🗸** |  |
| Ability to react to new and/or changing health and safety legislation/regulations and their possible effect on operational activities. | | 🗸 | | **🗸** |  |
| **Qualification requirement** | IOSH (Will be provided) | | 🗸 | | **🗸** | 🗸 |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary** | |