



JOB DESCRIPTION

Job Title: Group HSE & Facilities Co-ordinator	Department: HSE & Facilities
Reports To: HSE & Facilities Manager	Location: H6
<p>Job Purpose:</p> <p>Reporting to the HSE & Facilities Manager, this is a key role to support the delivery of Health and Safety (including environmental) management and Facilities Management services across all the Inflite Group sites. The HSE & Facilities Manager supports the group to ensure that Operational Managers and other stakeholders comply with relevant HSE legislation. The function also promotes an enthusiastic HSE culture that delivers positive commitment to and engages all employees in, continuous performance improvement. The group's facilities management services are required to ensure facilities are fit for purpose and meet regulatory, including health & safety requirements. The group facilities management programme is complex and requires good project management skills to ensure safe delivery of services, mainly by third party contractors,</p>	
<p>Main Responsibilities and Duties:</p> <ul style="list-style-type: none"> • To assist and deputise for the HSE & Facilities Manager in all areas of responsibility when necessary to ensure continued group support. • Work closely with the HSE & Facilities Manager to ensure that both the health & safety and facility plans / initiatives for each building / site are delivered within agreed timeframes. • Co-ordinate and supervise maintenance activities to ensure adherence to all safe working practises and procedures in accordance with required legislation and site and company guidance, maintaining a safe and organised working environment • Log, monitor, report and close all issues, requests, tasks, and activity in our ticket monitoring system • Develop and maintain a database of third-party contractors used on site for facilities and project works. • Assist in the development of a robust preventative maintenance program for all group sites. • Assist in the solving of audit items contained in both internal, external, and self-audit reports • Assist in analysing data to identify areas within the business which need to be developed to reduce the risk of injury and illness to employees • Help produce reports on Health, Safety, Environment and Facilities as per directed by the HSE & Facilities Manager for the benefit of the business • Take initiative in daily tasks, have a pro-active attitude towards all aspects of their role • Work to drive continuous improvement and promote a positive safety culture throughout the group • Perform any other duties within your capabilities as directed by the business 	

Inflite Engineering Services Ltd
Inflite House
London Stansted
Stansted
Essex CM24 1RY

Tel: 01279 681681



**INFLITE
ENGINEERING**

Experience:

- Conversant with ISO 14001 and 45001 standards and their implementation.
- Previous experience in supporting HS&E and Facilities at a multi-site group
- Highly organised with the ability to prioritise activities and workload meeting the demands of the business
- Excellent problem-solving capabilities
- Proficient in the use of MS Office programs
- Excellent organisation, communication and influencing skills, in person and in writing