

IWIRELESS SOLUTIONS JOB DESCRIPTION

Job Title: SHEQ Co-Ordinator

Reporting to: SHEQ Manager

Location: East Grinstead

Key Objectives

To assist the SHEQ Manager with ensuring the company's Quality, Health and Safety compliance to a nationally recognised standard and ensure legal obligations are met and implemented. Assisting the SHEQ Manager to ensure continual improvement in the management of the company's activities to ensure a high level of service is provided to our clients. To ensure the Health and Safety performance of the company meets and exceeds its legal obligations.

ABOUT IWIRELESS SOLUTIONS LTD:

iWireless Solutions is a wireless systems integrator. That means we begin by studying, assessing and understanding our clients' business and technology KPIs, and then use our expertise to translate these requirements into a robust and future-proof wireless system. And we don't stand still. Our approach evolves and changes in line with industry, social and technology trends. That allows us to ensure we can offer services that are innovative, cost-effective and of superior quality.

We are a UK leading wireless solutions company focused on large scale bespoke solutions for a number of clients. We have extensive experience in designing and building multi technology solutions within a variety of high profile venues throughout the UK. Our expertise spans a wide range of sectors and technologies, making them suited to a variety of projects — from Wi-Fi in hotels to emergency services radio in outdoor environments, and from focused coverage in SMEs to high-capacity mobile coverage in stadiums.

Based in East Grinstead (approx. 8 miles from Gatwick Airport), we are looking for an enthusiastic, driven and hardworking candidates to join our expanding business and bring new skills and initiatives to an ever evolving team of designers and project managers.

The industry is challenging, fast moving and constantly evolving with new technologies, so if you are looking to grow in the wireless communication industry with numerous opportunities to learn, develop and progress within a dynamic company then we would like to hear from you.

Key Responsibilities

1. Assist the SHEQ Manager to define, manage and maintain accreditations and memberships of the Management System.
2. Familiarisation with ISO accreditation requirements and documentation. Observant of Health and Safety requirements in particular working safely on site and working at height.
3. Provide support to review and evaluate the effectiveness of the company processes and procedures.
4. Coordinate and maintain the approved supplier on boarding process for all new suppliers, keeping records of when existing suppliers documents require renewals and making sure all documents are kept up to date.
5. Carrying out site inspection audits to ensure sub-contractor compliance whilst on site, and report findings to SHEQ Manager and internally where required.
6. Work with the SHEQ Manager to complete internal audits of the company processes and procedures.
7. Manage and maintain internal tracking of site documentation (CPP/RAMS) ensuring we meet client SLA's
8. Submission of the build schedule, tracking amendments updating the client of any changes
9. Support the SHEQ Manager with non-conformances raised by the Client's 3rd party auditors, ensuring communication throughout until closure of the non-conformance
10. Monitoring and reporting of the Client's health and safety KPI's and completion of the monthly dashboard, reporting results to the SHEQ Manager
11. Assisting the SHEQ Manager with compiling and delivering health and safety presentations and relevant meetings
12. Complete ladder inspections ensuring that the standards are met and tagged/tracked within the expiry dates.
13. Maintain Company's training matrix, keeping up to date and ensuring employees complete all training within their set timescales.
14. Be involved with improving the health and safety culture within the company
15. Supporting other departments as requested by the manager as and when required.

Health and Safety roles and responsibilities: -

- Take reasonable care of the health and safety of yourself and others who may be affected by your work
- Properly use and not interfere with anything provided to safeguard your health and safety
- Cooperate with supervisors and managers on health and safety matters
- Report all health and safety concerns to an appropriate person

Essential Skills, Knowledge and Abilities

- Proven experience and or knowledge in Health and Safety
- Good organisational skills with ability to work on own initiative
- Exceptional verbal and written communication skills especially with clients/suppliers
- Strong character and confidence to make decisions
- Good working knowledge of MS Office (PowerPoint, Excel and Outlook)

(The above list of responsibilities is not exhaustive, and the job holder may be required to do other duties from time to time for which they are reasonably qualified.)