ROLE PROFILE

TITLE: Health Safety Environment Quality Team Coordinator

# BUSINESS UNIT: RAC Health, Safety, Environment and Quality Team

**GRADE: TBC**

| **ROLE PROFILE** | **KEY RESPONSIBILITIES** | **SKILLS/KNOWLEDGE/EXPERIENCE** | **COMPETENCIES** |
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| **PURPOSE:**  This role is responsible for  supporting the HSEQ team to implement statutory and continual improvement requirements in line with business needs. They will assist the management team by ensuring that the necessary HSEQ systems and procedures are in place across the organisation, collating and analysing data and providing reporting to ensure that a safe system of work is in place.  **Role Dimension:**  This is a co-ordinator role.  Supervisory Responsibilities: No direct reports; however, may coordinate tasks with other administrative or support staff.  Budgetary Responsibility: None  Travel across sites/external partner sites as required.  Reports to: Health Safety Environment and Quality Senior Business Improvement Manager  **KEY PERFORMANCE INDICATORS:**   * Timeliness in completing administrative tasks (e.g., scheduling, communication). * Accurate and organized record-keeping with minimal errors. * Positive feedback from internal teams regarding communication and support. * Seamless coordination and scheduling of meetings and events. * Adherence to company policies on confidentiality, record-keeping, and data management. | **KEY OUTPUTS:**   * Manage HSEQ team documentation, electronic filing systems, and records to ensure statutory requirements are met. * Supporting the management of work schedules and organising internal teams as necessary to ensure the smooth and efficient running of the team. * Assist with effective communication across the team and the wider RAC. * Provide administrative support to senior leaders within the HSEQ team to ensure accurate records are maintained across the team * Prepare and organise reports, presentations, and meeting materials to ensure the team deliver to time and quality * Maintain and update databases, spreadsheets, and contact lists * Collate and analyse key HSEQ data and produce timely reports, suggesting improvements to ways of working as appropriate * Maintain actions log for the team and ensure that outstanding actions are completed to time * Ensure accuracy and confidentiality of sensitive information | **QUALIFICATIONS:**   * Min of English and Maths GCSE’s * Other relevant specialist courses or qualifications as required  SKILLS/KNOWLEDGE/EXPERIENCE:  * Strong verbal and written communication skills, with the ability to interact professionally with diverse teams and customers. * Excellent IT skills, in particular Microsoft Teams, Excel, Word and PowerPoint * Highly organised and comfortable working autonomously * Excellent attention to detail * Strong numeracy and analytical skills * Energy, drive and a ‘can do’ attitude * Excellent time management and organisational skills, with the ability to prioritise tasks efficiently. * Ability to resolve issues and challenges quickly and effectively. * High level of accuracy in data entry, document handling, and scheduling. * Familiarity with data entry, report preparation, and basic clerical tasks. * Consistently dependable and trustworthy, with a strong work ethic. * Ability to handle confidential information with integrity and professionalism. * Ability to adapt to fast paced, changing tasks, technologies, and environments. * Ability to work as part of a team and individually | **COMPETENCIES:**   * Achievement Drive (2) * Continuous Improvement (2) * Customer Focus (2) * Developing Self (2) * Interpersonal and Influencing (2) * Building Relationships (2) * Team Working (2)   **VALUES:**  **Handle it Together:**  I care about our impact on others, and I do the right thing by acting with integrity and being fair.  I share ideas and work across functions to achieve the best results for the business.  I demonstrate the courage to positively challenge others.  **Exceptional Service:**  I keep the best interests of our Customers and Colleagues at the heart of everything I do.  I go the extra mile to enhance our customer's experience, both internally and externally – delivering excellent results and service, every time.  I understand the business strategy and make sure our work supports our goals.  **Raise the Bar:**  I'm driven and ambitious to be the best I can be and always look for ways to improve.  I challenge myself and others to do better every time and set stretching targets.  I never stop learning – actively seeking ideas and opinions from other people, learning from my mistakes, and sharing my learnings with other.  **Own It:**  I lead by example – I do what I say I will and take ownership of issues and solutions.  I'm trusted to be part of the solution and achieve the right outcomes for Customers and Colleagues.  I'm passionate and committed to making a positive difference. |