

Roles and Responsibilities

Job Title: **UYT Environment Co-ordinator**

Reports to: **Health, Safety and Environmental Manager.**

Position Summary: The primary focus is to provide effective support to the HSE Manager in terms of maintaining elements of the Environmental Management System (EMS) and Occupational Health & Safety Management system across the site. The secondary focus is to provide support to the H&S Advisor in terms of identifying and managing the implementation of improvement measures.

Outline of functions

- Undertake necessary Environmental system audits to ensure compliance with the documented EMS including the identification of non-conformances, and the management of corrective actions to eliminate repeat concerns.
- Undertake necessary Occupational Health & Safety system audits to ensure compliance with the documented management system including the identification of non-conformances, and the management of corrective actions in order to eliminate repeat concerns.
- Control the operation of the site Waste management system (Hazardous and Non-hazardous) such that waste streams are identified, systems implemented to achieve required legislative compliance and appropriate documentation and records maintained. This will involve liaisons with waste contractors as necessary.
- Assist with the compilation and implementation of HS&E procedures, policies and other documentation to ensure the effective maintenance of ISO14001 systems and the implementation of OHSAS18001 system.
- Undertake the management and reporting of Honda/H-One environmental survey's "CO2 Emission Survey". This will involve the identification of required data, collation of data and liaisons with internal departments and suppliers as necessary.
- Compile ongoing UYT and sub-supplier environmental performance data for internal reporting purposes and assessment against identified targets and objectives. Evaluation of data to identify recommendations for improvement.
- Identifying, recommending and implementing improvements to HS&E systems for the purpose of improving overall company performance.
- Providing support and guidance to other internal departments upon 'best practice' principles for the purpose of hazard and risk reduction and efficiency gains as applicable.
- Represent the department and/or HSE manager at internal meetings as necessary.
- Conducting any other reasonable request made by line manager to support departmental or company objective.

Personal profile

Knowledge	Attitude
Certificate in Environmental Management and Assessment (desirable)	Ability to work on own initiative and recognise priorities
Demonstrable level of knowledge and experience in industry – (manufacturing and automotive preferred).	Flexible in terms of their approach to working hours
PC literate in Microsoft packages	Demonstrate characteristics of team-work, attitude and personality that would enhance current team moral and performance
	Positive to concerns / awkward situations
	Respectful of peers and managers
	High-level of self confidence.
Habits	Skills
Mature	Diplomatic
Creative	Recognition of own limits and boundaries
Reliable and confidential	Communicative
Enthusiastic	Good oral and written communication skills
Proactive with a willingness to enhance personal knowledge and growth.	Full and clean UK driving license.