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| **JOB TITLE**:  | Business and Facilities Support Coordinator |
| **DEPARTMENT**: | Operations |
| **COMPANY:** | Brett Aggregates  |
| **LOCATION**: | Brett House, Bysing Wood Rd, Faversham, Kent |
| **REPORTS TO**: (Job Title of immediate supervisor) | Health and Safety Manager |
| 1. **ORGANISATION:** (Show where this job fits in the organisation)

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| BAL Managing Director |
| Health and Safety Manager |
| Business and Facilities Support Coordinator |

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| 1. **RESOURCES:**

Budget(s) Controlled/Influenced:Maintenance and repair of Faversham Head Office, estimated 50,000 p.a.Managing hotel-based training days 20,000 p.a.Booking external training for operationsNumber of Direct/Indirect Subordinates:0Plant/Equipment Responsible For:Office equipment / Office and building facilities (e.g. cleaning contract/heating/cooling/plumbing/lighting/gardens) / Maintenance of security systems and fire alarmsKey Internal:BAL Operations teams, Group SHE Department, HR, Technical Department, IS Department, Transport Department, Accounts DepartmentExternal Contacts:Contractors, HSE, MPA Training Provider |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)
* To maintain key internal H&S processes (IFS, Alive & Well Walks, Avetta database, training and competency records, OH management).
* To assist the Health and Safety Manager to ensure legal compliance within the business.
* To provide facilities and health safety management at the Faversham Head Office (max 60 persons) to maintain legal compliance and office standard.
* Support Ops team in ensuring compliance with QHEST procedures and general health and safety support (e.g. occupational health, training, safety eye glass prescriptions).
* To provide administrative HR support.
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| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do?)

Responsibilities/Tasks:

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| To produce H&S statistical reports with KPI’s for the business for H&S processes including near miss, alive and well and other associated data. |
| Provide facilities management to Faversham Head Office including management of contractors, all statutory inspections, fire safety arrangements, office security, ensure DSE assessments are completed by Managers and maternity assessments. |
| Proactively manage the central registers for Regulation 8 and MPA safer by competence. |
| Assist Managers in sourcing and booking appropriate training. |
| Support occupational health screening. |
| Provide administrative support and assist in the running of the Managers SHE forums and QTG. |
| Provide accounts support for the running of the H&S activities, facilities management and MPA costs. |
| Provide HR administrative support using ePloy and IFS systems. |

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| 1. **PERSON SPECIFCATION**

Essential: Excellent planning and organisational skillsStrong communication and interpersonal skills, must be able to build strong relationships with operational staffGood computer skills and ability to use software for analytical purposesUnderstanding of Integrated Management SystemsGood problem-solving skillsAnalysis and decision-making skillsNEBOSH general certificate or equivalentDriving licenseDesirableKnowledge of aggregate industryIFS and Sharepoint knowledgeIn depth knowledge of excel |