



## ROLE PROFILE

Job Title: Administrator, Health & Safety

Location: London

Reports to: Director, Health and Safety, Group Operations

Division / Dept: Health & Safety

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### Summary of the Role's Main Purpose

This role supports administration within the Group Health & Safety Team in the implementation of the health and safety management system, through the administration of online systems. Provisioning management information to the H&S Team, first line inbox management and maintenance of accurate information within H&S tech systems.

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### Principal Accountabilities

#### Systems Support

- Completing initial screening / reviews of supplier assessments (SRM), as required by Procurement, and escalation of supplier approvals to the Health & Safety Team.
- Administration of the support system for recording and logging all incidents and inspections, reviewing and closing, as appropriate, lower priority actions.
- Administration of the support system for SEGRO's fleet safety risk, which includes onboarding employees, checking for non-compliance and technical support or escalation.
- Administration of the support system for SEGRO's H&S online training.
- Liaising with training providers to implement the H&S Training Needs Analysis for SEGRO.
- System administration for arranging Display Screen Equipment assessments for employees (electronic and in person), and resolution of the actions required with relevant stakeholders.

#### Group Health and Safety Support

- Daily management of H&S inbox, escalating higher level issues to H&S Manager, Head of CE or Director, as required.
- Raising H&S Purchase Orders as requested by the team.
- Supporting the H&S Team with H&S incident management by way of incident report upload and assignment to relevant H&S Team member.
- Administration of SEGRO's Health and Safety Working Group by way of arrangements of meetings, travel, agendas, presentation and minutes.
- Provision of management information to the H&S Team for presentations/reports required for Group meetings.
- Assistance with undertaking appropriate risk assessments and event tracking across the Group to ensure compliance with SEGRO's event procedure.
- Administration and liaison with key contacts within SEGRO's Group H&S Consultants.
- Supporting the administration of SEGRO's H&S Management System (documentation, communication, intranet site, training) as required.



- Support the administration of steering groups (arrangements, content).
- Support the H&S Manager with Occupational Health and Wellbeing initiatives.
- Support the H&S Team with meeting and travel arrangements.

#### Communications

- Responsible for the management and tracking of the H&S Teams communication plan.
  - Development of proactive H&S communications for approval by H&S Director or Head of H&S CE.
  - Administration of SEGRO's internal intranet H&S Team pages.
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### **Core Areas of Knowledge, Skills & Experience**

#### Essential

- Awareness of Health & Safety issues.
- General commercial awareness within a corporate environment.
- Knowledge and proficiency in Microsoft Office applications.
- Flexible team player with the ability to drive results and deliver benefits.
- Ability to prioritise and take initiative.

#### Desirable

- Strong analytical skills and a keen interest in statistics and data analysis.
  - Experience of administering online third-party database systems.
  - Knowledge of the construction and property sectors.
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### **Special Job Requirements**

Willingness and ability to travel within the UK and EU on a planned visits as requested (approximately quarterly).

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**Date of completion:** February 2025

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.