

Health and Safety Administrator

Full-time, Fixed Term Contract

London/Slough

About us?

SEGRO is a UK Real Estate Investment Trust (REIT) and listed on the London Stock Exchange in the FTSE 100 index.

For over 100 years SEGRO has been creating the space that enables extraordinary things to happen. We invest in high-quality real estate, actively manage our portfolio and sell assets to crystallise attractive returns. We own, manage, and develop light industrial property and modern warehouses with a portfolio comprising 8 million square metres of space (86 million square feet), valued at £18 billion. We are spread strategically across locations in the UK and in Continental Europe.

Our goal is to be the leading owner, manager and developer of industrial properties in Europe and the partner of choice for our customers.

Why work for us?

94% - employees feel engaged (2020 employee survey)

SEGRO is a friendly, vibrant community. We believe SEGRO people are amongst the best in our industry. We have a talented and committed team of employees in the UK and across Continental Europe. Our aim is to continue to attract, develop and retain the best and brightest employees in the industry.

We are proud of our track record in spotting and nurturing talent. Our ambition is to make sure every individual has the opportunity to maximize their potential and their careers with SEGRO.

What are we looking for?

We are currently looking to appoint a Health and Safety Administrator to support the Group Health & Safety Team in the delivery of the health and safety strategy. Providing health and safety support across the relevant SEGRO teams, offices and construction sites in the UK.

The role's principal accountabilities will be in:

- Keeping the online health and safety system (Safety Matters) and associated records updated, including the monitoring and timely close-out of actions.
- Ensuring that the Training Matrix is implemented through the monitoring of the online. (Essential Skillz) health and safety training system and arranging specialist training where required.
- Assist the H&S Team with reactive health and safety incidents, providing support to the business in the management of risk.
- Supporting the H&S Team with ongoing monitoring and development of H&S systems and compliance (Safety Matters, Essential Skillz and TTC).
- Supporting the H&S Team with risk assessments for employee activities.
- Drafting learnings from risk assessments / incidents to ensure that SEGRO shares best practice across the Group and follow up on any 'calls to action'.
- Drafting and coordinating internal H&S communications (briefing notes, webinars, quarterly magazine, etc.) and updating our intranet pages keeping them fresh and appealing.
- Coordination of the Health and Safety Working Group meetings and meetings across the business with key stakeholders.
- Supporting the H&S Team with the management and monitoring of external stakeholders (H&S Consultants).

- The day-to-day assistance of the H&S Team with implementation and monitoring of policies, systems and procedures to include accident investigations, estate audits, vacant unit and construction site inspection reporting and analysis.

You will have...

- General commercial awareness within a corporate environment.
- Proven knowledge and proficiency to an intermediate level in Microsoft Office applications.
- Good analytical skills and a keen interest in statistics and data analysis.
- Flexible team player with the ability to drive results and deliver benefits.
- Excellent interpersonal and communication skills, with the ability to operate across an organisation at all levels.
- Ability to prioritise and take initiative.

It would also be nice for you to have...

- Health & Safety Qualification – IOSH Managing Safety.
- Knowledge of the construction and property sectors

What we offer...

Competitive package including; 25 days annual leave, private health care, pension, life assurance. As well as an annual medical check-up, a wellbeing programme and an annual charity day of giving.

We provide excellent opportunities for training and development, supporting employees with their career ambitions. We have a range of high-quality education and training on personal and professional skills that enable our people to fulfil their potential.

How to apply:

If you would like to be considered for this role, please send your CV with covering letter detailing your suitability for the role to UKRecruitment@SEGRO.com.