

## Interim Assistant Health & Safety Manager

Full-time, Fixed-term contract

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 an Interim Assistant Health & Safety Manager to:

- Support the Group Health & Safety Manager in the implementation of the health and safety management system through the management of ICT systems, reporting and the provision of first line health and safety advice.
- Provide health and safety support across the assigned SEGRO teams, offices and sites across the Group as directed by the Group Health & Safety Manager and Health & Safety Manager.
- Support the Group Health & Safety Manager in the administration of the Health & Safety Working Group, to include travel to the EU on a quarterly basis.

The role's principal accountabilities will be in:

#### Systems support

- Keeping the online health and safety system (Safety Matters) and associated systems and records updated, including the monitoring and timely close-out of actions.
- Producing management information reports from Safety Matters using Power BI.
- Ensuring that the Training Matrix is implemented through the monitoring of the online (Essential Skillz) health & safety training system and arranging specialist training where required, including driver awareness training in liaison with the HR and Procurement teams.

### **Thames Valley Business Unit support**

- Providing H&S first line advice to the Thames Valley BU with the support from the Group Health and Safety Manager as required.

### **Group Health and Safety Support**

- Conducting New-Starter inductions and monitor online training compliance.
- Undertaking appropriate health and safety assessment of suppliers to ensure that SEGRO meets its' legal obligations and reducing our exposure to risk.
- Assisting with reactive health and safety incidents in the UK, providing support to the business in the management of risk.
- Providing advice and support across the Group for queries as they arise (e.g. risk assessments, operations / estate works as well as workstation assessments, corporate events etc.).
- Undertaking risk assessments for employee activities and monitoring / reviewing the implementation of any subsequent actions at regular intervals.
- Supporting HR with Occupational Health and Wellbeing initiatives.

### **Communications**

- Drafting and coordinating internal H&S communications (briefing notes, webinars, quarterly magazine, etc.) and updating our intranet pages to keep them fresh and appealing.

### **Health and Safety Working Group (HSWG)**

- Supporting the Group Health & Safety Manager to deliver the quarterly HSWG through co-ordination of attendees' bookings / presentations etc and producing detailed minutes of meetings.
- Attending quarterly HSWG in the host Business unit within the UK and EU.

### **You will have...**

- Health & Safety Qualification – NEBOSH General Certificate.
- General commercial awareness within a corporate environment.
- Proven knowledge and proficiency to an intermediate level in Microsoft Office applications.
- Demonstrable experience of creating reports in MS Power BI.
- 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 always representing the Group Operations function professionally.
- Ability to prioritise and take initiative.

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

- Knowledge of the construction and property sectors.
- Working knowledge of Power BI reporting.
- Mental Health Ambassador.

### **Special job requirements:**

- Full current driving licence
- The ability to travel within the EU on a planned quarterly basis (overnight),
- Willingness and ability to travel for visits to customers and development sites within the UK (routinely) and to the EU on a reactive basis (infrequently)

### **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 [HR.Recruitment@SEGRO.com](mailto:HR.Recruitment@SEGRO.com).

SEGRO is an equal opportunities employer.  
No Agencies please.

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.