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Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



## Job Title QHSE Coordinator

Location	Hunmanby/Hybrid
Contract	Full time, permanent
Responsible to	QHSE Manager (Topside Division)
Core Purpose	<p>To support the effective implementation of the Topside divisions QHSE Management System, working predominantly with the Topside QHSE Manager, and liaising with personnel.</p> <p>The QHSE Coordinator will collaborate with the wider QHSE Team to support harmonisation of QHSE Management Systems and the sharing of best practice.</p> <p>It is likely the role will include attending onshore and offshore windfarms (offshore uplift will be included during periods of offshore work).</p>
Key responsibilities and accountabilities:	<p>Document Control:</p> <ul style="list-style-type: none"><li>• Document control of service line documents ensuring access to the most recent version of controlled documentation, checking document into the MDR, tracking review dates in accordance with the document control procedure.</li><li>• Control of external documents including for projects.</li><li>• Supporting other OEG service lines with document submissions.</li><li>• Preparing and creating documented information.</li></ul> <p>Reporting on QHSE KPI's:</p> <ul style="list-style-type: none"><li>• Collation of data for OEG (Topside) service line's QHSE reporting requirements.</li><li>• Completion of monthly QHSE performance reports.</li><li>• Completion of reporting requirements for clients.</li></ul> <p>Risk Assessments:</p> <ul style="list-style-type: none"><li>• Working under the supervision of the QHSE Manager, the Coordinator will support the risk assessment process for the service line.</li></ul> <p>COSHH Assessments:</p> <ul style="list-style-type: none"><li>• Working under the supervision of the QHSE Manager, the Coordinator will support the COSHH assessment process for the service line.</li></ul> <p>Auditing, Monitoring and Review:</p> <ul style="list-style-type: none"><li>• Assisting the QHSE Manager in carrying out internal audits of QHSE Management System and site activities.</li></ul>

	<ul style="list-style-type: none"> <li>Recording details of Internal Audits and QHSE Inspection, allocating action owners and tracking actions to completion.</li> <li>Supporting the development of the QMS through identification and implementation of opportunities for improvement.</li> </ul> <p>Accidents, Incidents and Near Misses:</p> <ul style="list-style-type: none"> <li>Assist the QHSE Manager with incident investigations, collation and retention of evidence.</li> <li>Allocating actions following incidents and tracking these to completion.</li> <li>Issuing of Safety Alerts and Lessons Learnt.</li> <li>Collation of general observation reporting from personnel.</li> </ul> <p>Communication &amp; Consultation:</p> <ul style="list-style-type: none"> <li>Establish positive relationships with all employees, suppliers, customers and other stakeholders.</li> <li>The QHSE Coordinator will assist with QHSE Manager and wider QHSE team in driving a positive safety culture with the creation and delivery of topical communications relating to legal compliance, incidents, systems of work.</li> <li>Participate in employee engagement sessions at site during site visits to discuss QHSE matters and gain feedback on opportunities for improvement.</li> <li>Attending client events and meetings.</li> </ul> <p>Provision of Work Equipment:</p> <ul style="list-style-type: none"> <li>Assist the QHSE Manager with the of new equipment in accordance with the divisions PUWER procedure to ensure that work equipment is controlled and managed.</li> </ul>
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> <li>a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li> <li>environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>QHSE Management experience is desirable.</li> <li>Renewable / Wind Industry experience is desirable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with MS Office and general IT is essential.</li> <li>• Ability to work with others, maintain close attention to detail and manage varied workload will be essential.</li> </ul>
Qualifications:	<p>While no prior qualifications are essential the role will include development in:</p> <ul style="list-style-type: none"> <li>• IOSH Managing Safety.</li> <li>• Nebosh Certificate.</li> <li>• IEMA Certificate.</li> <li>• GWOs Training.</li> <li>• Audit qualification.</li> <li>• Risk Assessment Training.</li> <li>• COSHH Assessment Training.</li> <li>• Industry Training such as LEEA.</li> </ul> <p>This role is likely to involve attendance at onshore and offshore wind farms. Therefore, the successful candidate will be required to complete a medical assessment, including the Chester Step Test, achieving a score equivalent to "Good" or above.</p>



## Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

## Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

## How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).