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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	Liverpool, United Kingdom
Contract	Full-time, temporary (approximately 9 months)
Responsible to	Divisional QHSE Manager
Core Purpose	<ul style="list-style-type: none">Responsible for the compilation and reporting on statistics, the formatting and distribution of QHSE information throughout the organisation including project sites, and the management of records.Provide administrative and support services while developing a thorough understanding of the OEG Subsea division's management system and legislative compliance requirements.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">Assist the commercial and tendering process, acting as the focal point for the completion of pre-qualification questionnaires.Manage the collation of project observation card submissions and perform trend analysis, acting as the focal point for offshore personnel to ensure correct use of the system.Liaise with the project personnel to collate QHSE project statistics accurately and efficiently.Collate OEG Subsea division sustainability data and report findings to the Group.Enter data into OEG Subsea division and Group applications and databases to maintain accurate QHSE records.Ensure relevant safety information and bulletins are communicated throughout the organisation, with appropriate records maintained.Provide administrative and general support to the wider QHSE department.Assist in the development of QHSE campaigns, including safety flash communications and lesson learnt publications.Assign and monitor the completion of internal QHSE training programmes.Capture, distribute, and maintain records of minutes from non-project QHSE specific meetings such, as Safety Committees.Provide support in the development and completion of COSHH, noise, vibration, and other QHSE assessments and processes.Provide support to the Quality Manager as required, including assistance during supplier audits.

<p>QHSE Responsibilities</p>	<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"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. • 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.
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> • Experience with Microsoft Office applications. • Strong attention to detail to ensure accuracy in documentation. • Good command of the English language, both spoken and written. • Ability to cooperate effectively with team members and other departments. • Strong organisational skills, with the ability to plan, prioritise, and complete tasks efficiently.
<p>Qualifications:</p>	<ul style="list-style-type: none"> • NEBOSH National General Certificate, NVQ Level 3 in Occupational Health and Safety, or an equivalent qualification demonstrating knowledge in health and safety, quality, or environmental management systems.



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.

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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](#).