**Job Title** Health, Safety & Environment Co-ordinator

 **Department** Operations Department

 **Reports to** Head of Operations

 **Responsible for** N/A

# Primary Objectives

* Delivery of the mission: “Connecting us with our Oceans” by way of co-ordinating the Health, Safety and Environment systems at the National Marine Aquarium.
* Ensure all systems are operated and maintained in accordance with statutory regulations and company policy and procedures.
* To adhere to the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement.

# General – Duties

* To assist the Head of Operations in ensuring that the requirements of the Health and Safety at Work Act 1974, and all related legislation (including environmental) are adhered to.
* Ensure that the NMA site is maintained with a high level of focus on public and staff safety.
* Assist the Head of Operations by carrying out delegated tasks to ensure that the NMA Health, Safety and Environmental systems are implemented according to company policies and procedures.
* Provide support to all NMA departments in management of their HS&E aspects
* Carry out tasks to deliver progress against H, S & E action plans.
* Respond to ad-hoc technical support and assistance to other departments as and when required.
* Undertake training as deemed appropriate to your role.
* To provide assistance to co-workers as required.
* At all times to behave in a safe and responsible manner in accordance with the company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employer’s best interest.
* To carry out other activities as appropriate on the instruction of the Engineering Manager, Operations Manager, CEO or other Senior Managers.

#  Qualifications and Experience

* Ideally be qualified to a minimum of IOSH Managing Safely
* Ideally experienced in working with HS&E systems
* Excellent organisational and administration skills
* Logical with good problem-solving skills
* Good communicator; orally and in written form
* A good appreciation of H&S requirements associated with operating a public building and hazardous work areas