

## **Health and Safety Coordinator**

**Department:** Safety, Health & Environment (SHE)

**Salary:** Competitive salary, dependent on experience

**Contract:** Permanent, Full-Time

**Office Location:** London Bridge – flexible working opportunities

### **About ENA**

Energy Networks Association (ENA) represents the transmission and distribution network operators for electricity and gas in the UK and Ireland. Our members control and maintain the critical national infrastructure that delivers these vital services into our homes and businesses. As the voice of the energy networks sector, ENA acts as a strategic focus and channel of communication for the industry (<https://www.energynetworks.org/>).

### **Job purpose**

This role will support the development of ENA's Health and Safety related work programmes and ensure that we support our member organisations on employee health and safety initiatives through policy development, stakeholder engagement and initiating campaigns to provide advice and guidance to employees and members of the public to improve performance.

The role requires close engagement with senior industry members and key stakeholders in governments, regulators and other industry related bodies as well as working closely with internal stakeholders and ENA teams to ensure ENA continually drives innovation and improvement.

The post holder will provide a secretariat function for key industry steering, working groups and task forces and support ENA's SHE Team in website development and data collation.

The post holder will support, and co-ordinate other initiatives as required by the Head of SHE to enhance the efficiency and performance of ENA.

### **Job Purpose**

The role consists of, but is not limited to the following subheadings:

#### **Coordination Management**

- Provide technical secretariat functions for ENA SHE Committees, working groups and task forces:
  - Develop agendas, papers, and organise meetings.
  - Book meeting rooms/facilitate virtual meetings, refreshments/lunch as required.
  - Provide co-ordination and support for actions and outputs; and
  - Facilitate projects that are developed within these groups to deliver value for our members.
- Lead on the organisation and facilitation of workshops and events; and
- Ensure effective engagement is upheld between the SHE Team and other business departments; and
- Professionally represent ENA at relevant committees/meetings associated with ENAs SHE Committee structure and Powering Improvement strategy, both nationally and at a European Level.

## **SHE Documentation, website, and databases**

- Coordinate and manage the update of ENA SHE website pages and Powering Improvement website.
- Support projects to update and enhance ENAs externally facing Safety, Health, and Environmental communications, working closely with ENAs Communications and External Affairs Team to support the development of public facing material and information (Social Media posts, website updates etc.).
- Manage and monitor the safety, health, and environment databases.
- Support the SHE Team to provide quarterly updates for key industry groups and committees; and
- Support the SHE Team to ensure documents and records are identifiable, controlled and maintained in an organized and quickly retrievable manner.

## **Stakeholder Engagement**

- Professionally represent ENA at internal and external meetings and events in the UK and Europe.
- As required, respond and/or contribute to wider industry working groups/bodies; and
- As required, manage, and respond to SHE enquiries from stakeholders and ENA's info line.

## **Person specification**

The ideal candidate will have the following skills and experience:

### **Key skills:**

- Strong organisational skills, ability to prioritise and multitask.
- Confident in use of Microsoft 365 associated applications.
- Good communication skills.
- Technical and policy background; and
- Basic knowledge and awareness of website maintenance and computer management systems.

### **Competency requirements:**

- Uses best practice approach to business processes and controls to ensure maximum efficiencies in delivering the business planning.
- Actively seeks to remove barriers to effective internal and external communications and promotes platforms for best practice.
- Networks positively internally and externally and facilitates relationship building through introductions, sharing knowledge and ideas, while maintaining a friendly and approachable communications style.
- Participates actively in meetings and at briefings by preparing appropriately, listening attentively, sharing information, and contributing to discussion/debate in a constructive manner.
- Actively shares knowledge and experience when debating issues and contributing to decision making.
- Demonstrates ability to address issues directly through professional know-how or ability to access relevant systems, sites, experts, and other information as required.
- Supports and encourage other staff through generating enthusiasm and inspiring commitment.
- Develops technical know-how outside their area of expertise and builds knowledge of overall business services and how they interact/ support one another.
- Presents clear and concise written information and delivers minutes and/or reports in a professional and timely manner.
- Liaises with relevant practitioners, experts and professionals when adapting processes and ensures a systematic approach to implementation of changes; and
- Promotes co-operation within and across teams and demonstrates an awareness of the interdependency of different roles and team to achieve common goals.

## **Benefits**

In return, in addition to a competitive salary you will have access to a range of other employee benefits including; 28 days' holiday entitlement; Group Personal Pension Scheme, Annual Bupa Medical Assessment, Employee Assistance Programme and an interest-free season ticket or bike loan.

To apply, please send your CV with a covering letter together with any other documents you feel might strengthen your application outlining why you feel you would be suitable for the role and including details of your current/expected salary to [recruitment@energynetworks.org](mailto:recruitment@energynetworks.org).

Closing date for applications: **30 November 2022**

**No Agencies**