

**JOB DESCRIPTION**

# **ENVIRONMENTAL HEALTH AND SAFETY ADMINISTRATOR (CLONMEL)**

# ENVIRONMENTAL HEALTH AND SAFETY ADMINISTRATOR (CLONMEL)

Procedural Contributor | Administration/Support/Service | Clerical Services

## JOB PURPOSE

As a Health and Safety Administrator, you will play a crucial role in ensuring the safety and well-being of our employees and maintaining compliance with all Environmental health and safety regulations.

## RESPONSIBILITIES

### Administration

Provide administrative services to the Environmental Health & Safety team in accordance with organisation policies and practices.

### Policies and Procedures Development

Contribute to the development of Environmental Health & Safety policies and guidelines to support the organization in the implementation of, and compliance with, internal policies and external regulations.

### Data Collection and Analysis

Assist with team metrics, monthly and ad hoc reporting

### Audit Compliance

Data Entry and Record Keeping of inspections and audits to ensure compliance with safety & environmental standards.

### Document Management

Assist with managing and maintaining our chemical & contractor database. Update and maintain EHS databases, SharePoint, training records and training matrix

### Business Meetings/Events Arrangement

Arrange and coordinate meetings, minute taking and action register. Book and coordinate internal and external training and doctor appointments

**Internal Communications**

Facilitate communication channels to circulate safety & environmental information, updates, and reminders to employees.

**Budgeting**

Raise purchase orders/approve invoices and maintain budgeting system

**Work Scheduling and Allocation**

Organize own work schedule in order to get the job done, coordinating with support services and assigning short-term tasks to others if necessary.

**Internal Client Relationship Management**

Help manage internal client relationships by supporting others to build effective working relations.

**Operational Compliance**

Develop working knowledge of the organization's policies and procedures and of regulatory codes and codes of conduct relevant to own work, adhering to mandatory procedures to ensure own work is undertaken to the required standards.

**Personal Capability Building**

Develop and maintain excellent process or technical skills by participating in assessment and development planning activities as well as formal and informal training and coaching.

**BEHAVIORAL COMPETENCIES** **Ensures Accountability**

Holds self and others accountable to meet commitments. For example, accepts responsibility for own work, both successes and failures. Handles fair share and does not make excuses for problems. Usually meets commitments to others.

**Prioritisation and Planning**

Plans and prioritizes work to meet commitments aligned with organizational goals. For example, outlines clear plans that put actions in a logical sequence;

conveys some time frames. Aligns own work with relevant workgroups. Takes some steps to reduce bottlenecks and speed up the work.

**Communicates Effectively**

Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences. For example, seeks out others' perspectives and asks good questions. Shares information that people want to know; gives appropriate context and details when speaking.

**Collaborates**

Builds partnerships and works collaboratively with others to meet shared objectives. For example, finds many ways to add value to the team; probes to draw out richer input from others; is a valued resource who goes out of the way to help others.

**Drives Results**

Consistently achieves results, even under tough circumstances. For example, devotes considerable effort to surpassing goals and achieving the best possible results; goes above and beyond to achieve excellence. Drives ahead with great focus when faced with obstacles and setbacks; maintains productivity and a positive attitude.

**Digital Innovation**

Anticipates and adopts innovations in business-building digital and technology applications. For example, successfully leverages the latest technologies to increase performance. Quickly embraces and masters new technological advances adopted by the organization. May help others learn the terminology.

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## **ABOUT KORN FERRY**

Korn Ferry is a global organizational consulting firm. We work with organizations to design their organizational structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward, develop, and motivate their workforce. And we help professionals navigate and advance their careers.

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