

# Job Profile

## SHE Training Co-Ordinator

### Fixed Term -Maternity Cover

(Job Ref: STC-NI-J18)

Job Title	SHE Training Co-Ordinator
Reporting to	SHE Training Team Leader/ Learning and Development Manager
No. Reports	None
Business Unit	Construction Central
Contract	Fixed Term - 6 months
Location	Hillsborough Office

## Job Summary

The SHE Training Co-Ordinator will assist the implementation of the HR strategy and provide expert professional advice and support for managers and staff on all aspects of SHE training and development management. They must also be flexible as some work may have to be outside normal work hours.

## Key Objectives

The SHE Training Co-Ordinator shall:

- 1. Assist in the maintenance of the training and development strategy**
  - Be aware of new National initiatives, industry developments, effective methods of delivery and legislation to inform strategy development.
- 2. Assist in the implementation of SHE training and development plans and ad hoc requests**
  - Ensure all requests for development are processed according to internal authorisation protocols.
  - Work in partnership with the SHE Training Team Leader to identify appropriate SHE training and development activities that are robust and ensure equality of access to developmental opportunities.
  - Assist in the identification and selection of external training providers and evaluate performance based on delivery outcomes.
  - Assist in the maintenance the regional and site specific SHE training matrices
- 3. Ensure that all staff have appropriate SHE training accreditation**
  - Assist in the management of new starts / promoted staff/ site transfers/ probations / CONNECT reviews to ensure compliance with site/job role requirements.
  - Regularly review employee records to ensure compliance with required certification.
  - Ensure that date expiry training is actioned in an effective manner
  - Ensure that requested SHE training for subcontract employees to have the relevant certification/training is actioned.
- 4. Assist the maintenance of effective SHE training and development evaluation systems**
  - Ensure the accurate recording of information for KPIs.
  - Assist the SHE Training Team Leader in regularly reviewing / evaluating developmental activities to ensure they meet the business aims and are cost effective.

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## 5. SHE Training and Development financial management

- Ensure the effective and accurate data capture to assist in the management and reporting of the training and development budgets.
- Ensure that Supplier invoices are verified and paid in a timely manner.

## 6. Assist in the grant recovery process for NI & GB Health & safety training

- Ensure the effective and accurate data capture / processing and submission to assist in grant recovery.

## 7. Undertake any other activities as required by the post

*This job description is intended to give the post holder an appreciation of the role envisaged for the SHE Training Co-Ordinator (Construction) and the range of duties to be undertaken.*

*It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.*

## Person Specification

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#### Technical Competencies

##### Essential

At least 3 years' experience in a similar role  
Previous experience of the Construction industry  
Excellent communication skills, written and verbal  
Ability to deliver against agreed targets and objectives  
Ability to work under pressure  
Competent in Excel and Word  
Attention to detail  
Good interpersonal skills  
Demonstrate ability as a creative problem solver  
Experience in working in a fast paced environment

##### Desirable

An appropriate SHE qualification  
Experience of public sector grant claim processes

## Behavioural Competencies

**Effective Communication skills:** Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders

**Problem Solving:** Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action. Can use analytical skills to make decisions, with a strict attention to detail.

**Customer Focus:** Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

**Influencing:** Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

**Initiative:** is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.

**Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honestly, loyalty and commitment.

**Planning and Prioritising:** Plans and prioritises around departmental/team objectives and delegates accordingly. Able to spot opportunities and problems in the medium and long term and develop new approaches

**Adaptability:** Able to manage change and remain flexible to individual situations. Changes the overall plan, goal or project to fit the situation

**Results orientation:** Able to focus on setting personal and team objectives. Can evaluate progress and drive resources to attain objectives.

### **Our commitment**

*GRAHAM aims to be an employer of choice for people from different backgrounds and to promote respect for the individual and equality of opportunity. We believe that everyone should be treated solely on the basis of personal merit and contribution throughout their GRAHAM career journey. The diversity of our people, their skills and abilities are the strength that helps us achieve our best.*

*We will only consider applications from individuals who are eligible to live and work in the UK as per Home Office regulations. Please check your eligibility with the regulations before applying, as we will sponsor a work permit on your behalf. Individuals with a current time restricted right to work in the UK should contact the Human Resources team in the first instance.*

A basic disclosure may be requested if security clearance is required by 3<sup>rd</sup> party clients and a criminal record will not necessarily be a bar to obtaining a position. Our Access NI/Vetting and Barring Scheme Policy and Policy on the Recruitment of Ex-Offenders is available upon request.

Please apply online by visiting: [www.grahamconstructioncareers.co.uk](http://www.grahamconstructioncareers.co.uk) and selecting the relevant vacancy.

**Closing date:** 18/01/2018

**Job Reference:** STC-NI-J18

