

JOB DESCRIPTION

SHEQ Co-ordinator

Overview (About us)

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture and supply it.

From the ocean floor to the edge of space, Custom Power innovation is making sure that vital technology operates consistently, reliably, and above all safely, around the clock.

Our products can be found gathering scientific insight in the cold and crushing depths at the ocean floor, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data, and enabling secure ticket sales on board a train.

From the first day of your employment with us, you will be part of an organisation that strives every day to make your work rewarding and cares for your safety and wellbeing.

We are seeking a dedicated and proactive SHEQ Coordinator to join our team and help us to maintain a safe, healthy, and environmentally responsible workplace. You will play a crucial role in implementing and maintaining our quality, safety, health, and environmental systems, ensuring compliance with regulations, and promoting a culture of safety throughout the organisation. If you have a passion for safety and a commitment to continuous improvement, we'd love to hear from you.

Summary Details

Job Type:	Office
Job Title:	SHEQ Coordinator
Location:	Crewkerne
Hours:	38 Mon – Fri
Salary Package:	Competitive
Benefits	26 days holiday plus bank holidays, increasing to 29 days with long service Discretionary Bonus once a year Salary Sacrifice Pension

	<p>4 x Salary Death in Service payment</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> • Corporate Healthcare Plan • Employee Assistance program • Wellbeing App • Discount scheme <p>Cycle to Work Scheme</p> <p>Eligible for enrolment in Employee Share Scheme after 12 months service.</p>
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The type of person we are looking for (About You)

You will have a flexible and adaptable approach to your workload. You will be curious and open minded and keen to seek out evolving and innovative ways to add value. You will be able to work effectively and inclusively with a range of people. You will be determined and resourceful and driven to deliver the best results for the business. You will be driven to ensure that tasks are completed thoroughly and within deadlines. You will be eager to learn new skills and seek development opportunities in the course of your employment.

The Role (What you'll be doing)

This role encompasses the following responsibilities:

Promote a safety-first culture through regular communication, awareness campaigns, and safety meetings.

Identify opportunities to enhance our SHEQ practices and programmes.

Support the development and roll-out of SHEQ policies, procedures, and guidelines that align with our company values.

Deliver our training programmes.

Monitor our SHEQ performance, report on compliance, and identify areas for improvement.

Conduct regular risk assessments to spot potential hazards and suggest practical solutions.

Perform routine safety inspections and audits of our facilities, equipment, and work practices.

Investigate incidents, accidents, and near-misses to understand their root causes and prepare detailed incident reports and recommend corrective actions.

Keep accurate records of all incidents and SHEQ-related documentation.

Coordinate and participate in emergency drills and exercises to ensure readiness.

Work closely with cross-functional teams to implement SHEQ initiatives and drive improvements.

Maintain accurate and up-to-date records of all SHEQ activities, including training, inspections, audits, and incident reports.

Key Competencies

- IOSH Working safely certificate (or equivalent).
- At least 3 years of experience in a SHE role or similar position.
- A solid understanding of SHE regulations, standards, and best practices.
- Excellent communication and interpersonal skills, with a knack for training and influencing others.
- The ability to work independently and as part of a team.

Useful Additional Expertise

The following are a benefit but not a requirement: