



voestalpine Metsec is the UK's biggest construction specialist cold roll forming company and part of the largest globally leading steel and technology group. Established 90 years ago, voestalpine Metsec is owned by the voestalpine Group. The Group has over 500 companies and locations in more than 50 countries on all 5 continents with €18.9 billion revenue and over 51,200 employees.

## HEALTH, SAFETY & ENVIRONMENTAL COORDINATOR – CENTRAL SERVICES

### EXTERNAL VACANCY

Reports to: Environmental, Safety & Training Manager – Central Services  
Location: Full time based in Oldbury, West Midlands  
Hours of work: Monday to Thursday 7.30am to 4.00pm with half hour lunch break each day and 7.30am to 12.30pm with no lunch break on Friday of each week – 37 hours in total, paid monthly.

voestalpine Metsec plc is the UK's largest specialist cold roll-forming Company providing products for the construction and manufacturing industries. This is a full-time permanent position where you will be required to assist and work closely with the Environmental, Safety and Training Manager in executing a robust health and safety strategy and ensuring compliance is always met in line with the Company's health and safety policies and procedures.

#### Person specification

- » 2 to 5 years' experience of working in a similar health and safety role within a production/manufacturing environment
- » IOSH Managing Safely Certificate as a minimum and a NEBOSH General Certificate would be an advantage
- » The ability to train others in safe systems of work
- » The ability to engage and communicate effectively with employees, managers, contractors and visitors
- » Self-motivated, tenacious and the ability to work unsupervised in a fast-paced changing environment
- » Approachable with the ability to work with employees and managers in a supportive/collaborative way
- » Computer literate, well organised, professional and able to work under pressure
- » Responsible for achieving objectives on own initiative, as well as part of a team
- » Able to prioritise workload, meet deadlines and pay attention to detail
- » Must be eligible and able to prove you can work in the UK as the Company does not hold a sponsorship licence.

#### Your responsibilities

- » Advise on hazardous materials, environmental issues and waste management
- » Support onsite visitors and contractors
- » Induct new employees, visitors and contractors on health and safety systems
- » Review safe systems of work and carry out inspections to identify unsafe equipment, working conditions, practices, fire hazards and then produce reports and recommendations regarding the correction of any defects
- » Ensure fire safety and carry out safety audits when required
- » Conduct and complete various health and safety assessments such as DSE, COSHH and risk assessments
- » Manage accident and incident reporting and associated paperwork
- » Carry out any other reasonable ad hoc duties in order to support the health and safety function as required.

Post date: Friday 15<sup>th</sup> September 2023

Package: Competitive salary, Company pension scheme, health cash plan, life assurance and 33 days holiday (including statutory days)

To apply: We look forward to receiving your CV at [metsec.hr@voestalpine.com](mailto:metsec.hr@voestalpine.com)

voestalpine Metsec is an equal opportunities employer