**ABOUT THE ROLE**

To provide the Group HS&E Director and Group HS&E Management Team with secretarial support, assist the Group HS&E Systems Manager with the HS&E Management System, and provide administration support to the HS&E Department. To work as an integral part of the team and to ensure the smooth running of the Department.

The jobholder will be providing a range of secretarial/administrative services within the department as well as providing a central point of contact within the Department.

Responsible to: Group HS&E Governance Manager

**KEY RESPONSIBILITIES**

1. **Secretarial Support to Group HS&E Director and Group HS&E Management Team**

* Plan and organise their work schedule to maximise their use of time, allowing adequate time for meetings to ensure that their day runs smoothly and they have achieved all they have planned to;
* Travel planning and booking accommodation as required;
* Handle all phone calls and mail, screening as appropriate to ensure their time is used efficiently.

1. **Administration for HS&E Management System**

* Assist the Group HS&E Systems Manager with the administration of the HS&E Management System. This includes:
  + Ensuring that documents are controlled, accurately presented in a professional style and in line with Company and Department procedures;
  + Manage an effective electronic filing system and ensure that filing is completed on a regular basis so all files are kept up to date;
  + Issue Departmental Information as required to the rest of the Group.

1. **Administrative Support to the HS&E Department**

* Curate the HS&E Engage (Redrow’s internal intranet) page.
* Arranging meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance;
* Taking minutes at meetings, transcribe and present back to attendees accurately and in the appropriate format;
* Producing Power Point Presentations;
* Updating Project Plans;
* Raising purchase orders on the Overheads System;
* Manage the Zoom booking diary;
* Arrange hotel and travel bookings.
* Monitor stationery supplies

**THE PERSON**

What kind of person are we looking for?

* Excellent written and confident verbal communication skills
* Attention to detail/accuracy
* Proficient in the use of Word, Excel and Power Point
* Able to handle multiple tasks
* Able to prioritise workload
* Self-motivated

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.