

## REDROW HOMES – HS&E SECRETARY

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### THE ROLE

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

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

#### **You will also be responsible for:**

1. Full secretarial support to the Group HS&E Director. This includes:
  - Plan and organise the Director's 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 Director's time is used efficiently.
2. Assist the Group HS&E Governance Manager in developing and maintaining 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.
3. Provide administrative support to the HS&E Department as a whole, this will include:
  - Curate the HS&E Engage page on the Redrow Intranet.
  - 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
4. Ensure familiarity with Redrow's Health, Safety and Environmental policies and comply with employee responsibilities.
5. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the Company.
6. At all times, comply with company policies, procedures and instructions.

### What kind of person we are 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