



PROTECTION IS EVERYTHING

Jankel Armouring Limited is a great place to work. The Company is evolving and growing in response to unprecedented success in supplying mission-critical vehicles, survivability systems and services to clients across the world, including Departments of Defence, Government Organisations, Non-Government Organisations and Original Equipment Manufacturers.

So where do you fit in?

The Health and Safety Coordinator will provide support and guidance to ensure a safe and suitable working environment which is compliant with current Health and Safety legislation. The Health and Safety Coordinator will embed positive safety cultures and best practice at all levels of the organisation which deliver a healthy and safe working environment.

Specific Responsibilities

- Implement and promote H&S best practices to encourage continual improvement and reporting / action of 'near miss' situations.
- To support visits by external regulatory bodies such as the UK Health and Safety Executive, as and when required.
- To ensure the Company's Health & Safety Policy and procedures are maintained consistently across all JAL sites.
- Develop and deliver appropriate training sessions to meet employee training needs.
- To support the role of the company's Staff Forum committee, including arranging and attending meetings.
- Support managers to maintain safe systems of work and implement best practice, including providing specialist advice and practical support as and when required.
- Working with managers to prepare and carry out risk assessments; ensure that they are carried out in line with procedures and in a timely manner.
- Supporting with the maintenance of Health and Safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH), in a consistent and effective manner.
- Supporting audits to evaluate the effectiveness of Health and Safety systems and procedures, and identify and advise on improvements.
- Supporting with the collection, storage and analysis of accident and other H&S data and to feed into management reports, identify trends and recommend action.
- Coordinating fire safety processes to ensure legal compliance including evacuation procedures and fire prevention training.
- Ensure compliance with DSE requirements.
- Assist with investigation of accidents and take necessary steps to prevent a recurrence, including keeping written records of the investigation and action taken.
- Reporting of any notifiable accidents and incidents in compliance with HSE and RIDDOR requirements.

Let's talk about you!

We are seeking someone who has:

- NEBOSH diploma or equivalent.
- Ideally a Member of the Institution of Occupation Safety and Health (IOSH).

**POSITION: Health & Safety
Coordinator
BASED AT: Rustington, West
Sussex
REF NO: 170
Closing Date: 30 May 2019**

**Jankel is an armed
forces-friendly organisation,
recognising the value serving
personnel, reservists,
veterans and military families
bring to our business**

Experience/Knowledge

- Prior experience in a health and safety position.
- Ability to interpret Health and Safety legislation and produce written policy.
- Excellent communication skills (written and oral).
- Track record of delivering customer focused Health and Safety services.
- Ability to influence across the business.
- Ability to design and deliver training.
- PC skills word, excel, report writing and use of SAP One Business systems.
- Computer literate with good user knowledge of Microsoft Office.
- Strong analytical skills with the ability to collect, organise and analyse data.
- General experience and understanding of automotive / military standards and systems.

Other

- Eligible for UK Security Clearance to minimum SC ('Secret') level.
- **Customer focussed** - displays pro-active approach to meeting both internal and external customer needs.
- **Results-focussed** - strong desire to achieve results and works hard to reach goals and targets. Seeks to achieve results which enhance business success.
- **Flexibility** - displays versatility and adaptability. Identifies need for change, develops new ideas, encourages and supports innovation. Reacts positively and with enthusiasm to change and improvement. Has capability to achieve results and manage workload even at peak of pressure. Self-manages to be highly effective even at times when workload is less.
- **Professional** - takes career seriously and considers the business dimensions of decisions carefully. Intellectually and analytically rigorous; displays high competence in chosen field and is trusted by the business to "do the right thing".
- **Integrity and morality** - acts with scrupulous honesty with customers, colleagues, and suppliers and everyone else they come into contact with in the workplace.
- **Communication and listening** - strong interpersonal skills; the appropriate use of written, oral, non-verbal and listening skills, with an ability to persuasively impart information and pick up on underlying messages.
- **Superior planning and organisation skills.**
- **Problem solving** - displays logic, creativity and pragmatism in resolving problems, requiring little supervision and using disciplined problem-solving methods.
- **Adaptability** - the ability to react to different circumstances whilst maintaining composure and focus on objectives; can be relied upon in tough situations and is able to constructively challenge the status quo to facilitate appropriate change.
- **Teamwork** - a strong team player with the ability to recognise and manage the team dynamic; demonstrates the ability to understand others motivations and actively assess their strengths and weaknesses, is aware of others workloads and responds accordingly.
- **Leadership** - strong leadership skills, conveying confidence, presence and a professional image at all levels within an organisation.
- Willing to travel in UK and internationally as required.

In return we offer a competitive salary plus quality benefits, including early finish on Friday afternoons.

Candidates must be eligible for UK Security Clearance to minimum SC ('Secret') level.

Role is based at our Company's offices in Rustington, West Sussex with requirement for occasional travel in the UK.

STRICTLY NO AGENCIES

**Interested? Then apply by sending your CV to
Caroline Bayliss
HR Advisor
caroline.bayliss@jankel.com
Quoting Job Ref. 170
Closing Date: 30 May 2019**

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