

<b>Job title</b>	EHS Administrator	<b>Date</b> January 2026
<b>Reports to (title)</b>	EHS Manager	
<b>Contract/Department</b>	GSK / Health and Safety Dept	<b>Revision:</b> 1
<b>Location</b>	Stevenage	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

As part of the EMCOR UK Facilities Team based at our Stevenage site and with occasion travel to our sister locations the EHS Administrator, under the supervision of the account EHS management team, will help aid completion of day-to-day EHS related tasks to enable the EHS team to remain focused on priority safety matters arising on the account and contribute towards the efficient running of the team.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To work closely with the safety team on day-to-day activities to ensure all elements of the contract always meet only the highest standard of EHS performance.
- Assist with collating, organising and reporting documented EHS accident incident reports.
- Be an active part of EHS programs such as workplace inspections, hazard reporting including writing up reports and adding updates into company databases.
- Champion Safety Observation Reports and incident / accident reporting across the contract.
- Assist with liaising with external bodies and client for reporting of key statistics
- Management of relevant historical EHS data
- Preparation and distribution of monthly reports
- Safety Management System document control and review
- Central data collection and validation
- Help prepare, proofread, and distribute EHS documents (Briefing Notes, Alerts, TBTs etc)
- Procure and distribute EHS related literature and supplies
- Central co-ordination of business wide (site) HSE reviews and audits
- Timely, accurate and well-reviewed communications
- Mobile and able to cover for EHS team as requested at short notice
- Support EHS Advisers when needed to create documents procedures or fill in as appropriate at meetings etc.

- Record keeping of health and safety spreadsheets, including, accidents, near miss reports etc
- Support the HSE Lead and department with general administration requirements.
- Additional AD-HOC duties may be required

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

No direct reports

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Previous experience within a similar role preferably within a highly regulated industry
- Experience working in a Health and Safety environment desirable
- Good understanding of Risk Assessments
- IOSH Managing safely desirable
- Good interpersonal, customer and communication skills
- Takes ownership and accountability and demonstrates commitment, loyalty, and flexibility.
- Ability to work under pressure.
- Excellent understanding and use of software packages such as Microsoft Office
- Valid UK driving licence.
- General interest for Health and Safety, the Environment and Welfare
- Willingness to develop and learn.

## Other factors relevant to the job

# Job Description

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Possibility of travel to other contract locations – Addenbrookes and Harlow

<b>Line Manager</b> <b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder</b> <b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	