

Job title	QSHE (Quality, Safety, Health & Environment) Environmental Coordinator
Reports to	QSHE Manager
Location:	Cardiff Airport
Contract Type:	Full Time
Hours per week:	37.5 (Mon-Fri)

1. Purpose and Scope

To be part of the QSHE Team at Cardiff Airport, and St Athan.

Responsible for the collation of Quality, Health, Safety and Environmental data and statistics from various sources so that accurate reports may be generated in a timely manner.

Assisting with the various meetings and working groups that the QSHE Department may, from time to time become involved with.

To provide assistance with the day-to-day working of the QSHE Department and to assist the QSHE Department in providing assistance and advice to all other parts of the organisation

To provide administration support to the QSHE department on developing, reviewing and monitoring the organisations policies and procedures.

Providing support to the QSHE Manager in managing the various environmental aspects within Cardiff Airport and St Athan through developing strategies and plans for the continuous improvement of environmental performance going forward.

Helping to plan, implement, monitor, and review the proactive and preventative measures that are required to minimise Cardiff Airport and St Athan's exposure to environmental and safety risks.

Contributing to various environmental projects under the Environmental Flight Path framework assisting with the strategy to achieve carbon reduction targets and sustainability goals and assist with to the management of the Airport's climate change risk assessment.

To support the QSHE Manager as required.

2. Key Accountabilities and Role Outputs

- To provide day to day support of environmental advice to managers and staff, including suggesting changes to practices that are safe and comply with legislation and will add value to the business.
- To continue to develop, implement and maintain Cardiff Airport and St Athan's environmental internal audit programme, suggesting and identifying new processes and improvements leading to a reduction in the overall negative environmental impacts.
- Assist with the monitoring and audit of Cardiff Airport and St Athan's performance against key environmental performance indicators and recommending opportunities for improvement and report results on a regular basis.
- To support appointed consultants with the collation of relevant Scope 1, 2 and 3 environmental data and information to enable Cardiff Airport to meet its reporting obligations in line with the Streamlined Energy & Carbon Reporting (SECR) framework.
- Keep up to date with and maintain a working knowledge of legal compliance, guidance, and contractual obligations – including monitoring and maintaining all environmental permits.
- To continually review and assist with the management and development of Cardiff Airport and St Athan's Environmental Management System (EMS) in order to maintain the airport's Seren BS8555 accreditation.
- To support the responsibility for the waste management provision, championing the airport's recycling programme and covering legal compliance.
- Carry out regular site inspections and attend meetings in conjunction with Managers to ensure compliance with legislation and plans.
- Keep records of inspections/findings and produce accurate reports, as required.
- To assist the QSHE Manager with environmental learning and development across all departments and delivering agreed training programmes.
- To support in developing and communicating monthly QHSE statistics during committee meetings.
- In the event of environmental incidents or complaints, investigate and report outcomes and identify root causes, preventative measures, and rectifications.
- To assist, attend meetings and deputise for the QSHE Manager and departmental colleagues as required and appropriate e.g. Collecting, recording and maintaining a data log of Health, Safety and Environmental accidents, incidents, non-conformances and near misses to ensure that they are followed up / closed out in a reasonable timeframe.
- Maintaining document control and record keeping in line with applicable management systems.
- To attend industry specific workshops as required.
- To understand and consistently follow Health and Safety regulations in respect of yourself and others.
- The post-holder will be required to undertake additional duties, commensurate with this post, as required.

3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

To do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers, or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- Adequate resources are provided for health and safety.
- Health and safety are adequately assessed, controlled, and monitored.
- Our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all his employees.

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good level of general education including English GCSE. 	<ul style="list-style-type: none"> • Membership of a relevant professional institute e.g. IEMA (Institute of Environmental Management & Assessment) • Energy / environmental related degree
Experience	<ul style="list-style-type: none"> • Experience of supporting managers with issues. • A good level of administrative experience. • Experience of developing systems on which to effectively record and disseminate information. 	<ul style="list-style-type: none"> • Demonstratable work experience within an environmental role. • Interpreting, applying and advising on Environmental legislation. • Working with internal and external agencies and organisations. • Experience auditing management systems.
Knowledge	<ul style="list-style-type: none"> • A good knowledge and understanding of Environmental legislation. • An understanding of the requirements of the Data Protection Act. • A commitment to upholding high standards of confidentiality and integrity. 	<ul style="list-style-type: none"> • Working knowledge of ISO 14001, ISO 50001 or similar certifications. (Environmental/Energy Management Systems) • Good knowledge of Health and Safety legislation and risks.
Skills	<ul style="list-style-type: none"> • Good working knowledge of computer literacy – Microsoft Office applications to include e.g. Word, Excel Power Points and Outlook • Excellent written and verbal communication skills • Good organisational skills and ability to work to deadlines • Ability to understand and act consistently with the aims and objectives of the Airport. 	

	<ul style="list-style-type: none"> • Able to work with the minimum of supervision and ability to prioritise. • Determined to deliver an excellent service. • Able to manage concurrent activities and multiple projects efficiently and effectively <p>Good analytical skills and the ability to interpret and gather data, anticipate emerging problems, and take appropriate preventative action.</p>	
General	<ul style="list-style-type: none"> • Highly motivated and dynamic individual. • Full Clean Drivers Licence <p>Ability to work under pressure and to achieve outcomes.</p>	<ul style="list-style-type: none"> • The ability to speak Welsh would be a plus but not essential for this role.

Print name.....

Post-holder signature:**Date:**