

## **Ipsum Power (Private Networks) Limited – SHEQ Administrator, Wakefield**

### **The Company**

Our vision is to be the leading customer service focused provider of specialist utility and infrastructure solutions operating on both public and private networks. Providing great customer service is at the heart of what we do, and our commitment is to deliver this safely and innovatively through our highly skilled teams.

Ipsum has grown via the acquisition of companies with strong expertise that have been operating in the UK Utility and Infrastructure sectors for more than 20 years.

We operate across a National footprint working with customers such as Openreach, United Utilities and UK Power Networks, as well as some of the UK's largest industrial and retail businesses.

We are committed to supporting and developing our people to achieve their full potential. If you join us, as well as learning on the job, we offer structured learning in the form of apprenticeship programmes and sponsoring relevant professional qualifications. If your qualification gives you membership of an accredited professional body then we will reimburse your annual membership fee. Investing in our people and enhancing our expertise and flexibility enables us to deliver the highest standard of service to our customers.

We really value our people and so we like to look after them. In addition to an attractive salary, if you work for us, you'll enjoy a range of employee benefits which you can explore more about by visiting our website [www.ipsumutilities.com](http://www.ipsumutilities.com)

### **The Role**

As SHEQ Administrator your role is to ensure all SHEQ information is up to date and compliant in line with internal requirements.

### **Job Purpose**

You will be responsible for providing administration & asset management assistance.

### **Principal Accountabilities**

- Ownership of asset management ensure that all equipment is calibrated within date and any repairs logged
- Ensure that all equipment is inspected 6 monthly/ 12 monthly and maintain records of LOLER
- Hiring of vehicles as and when required and booking in repairs
- Organising fuel cards for fleet and ensuring all are in date. Report and replace fuel cards as and when required
- Ensure internal vehicle spreadsheet is updated and maintained. Ensure owned vehicles have up to date Tax/MOT and service records
- Ensure vehicle crossing portals are updated and maintained for example: London Congestion, Dartford Tunnel and Mersey flow
- Keep up to date records for internal fire extinguishers and first aid kits and service/replace when required. When required issue new first aid kits to new starters
- Filing and general admin eg filling, uploading documents, organising paperwork in the office
- Raising POs and assisting accounts with PO enquiries as and when required

## **The Person**

### **Qualifications**

- NVQ in business and administration or equivalent
- IOSH / NVCQ desirable but not essential

### **Knowledge & Experience**

- Experience in a customer facing role
- Experience of customer relationship management
- A knowledge of the key principles of SHEQ
- Previous SHEQ administration experience

### **Skills & Personal Qualities**

- A proficient user of Microsoft Office Packages
- Ability to work as part a team
- Excellent communication skills
- A strong administration background
- Diligent and highly organised
- Flexible and adaptable to changing requirements
- Good verbal and written communication skills
- Ability to work under own initiative and manage time effectively

*Ipsum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.*