

Job Title: Integrity Coordinator

Department: Group Services

Location: Hartlebury

Reporting To: Integrity Manager

PURPOSE

You'll support the Integrity Manager in ensuring DRPG is compliant and has effective ISO health, safety and environmental systems. You'll be a true ambassador for all things sustainability in promoting and supporting changes group wide.

PRINCIPLE DUTIES

- Production and maintenance of risk assessments and review of risk assessments and method statements
- Hazard management and close-out, including loading hazards onto company systems
- Undertaking health, safety and environmental inspections at DRPG facilities
- Delivering health, safety and environmental inductions
- Logging key health, safety and environmental metrics (accidents, incidents, usages of water, energy and waste)
- Liaising with suppliers to ensure effective health, safety and environmental support, including raising purchase orders for health, safety and environmental equipment and services
- COSHH assessments
- To support the company sustainability and health, safety and environmental management systems (ISO14001, ISO20121 ISO 45001).
- Supporting external audits as directed by the Integrity Manager as well as future audits required with external certification regulators
- Recording sustainability and CSR achievements
- Supplier health, safety and environmental performance and approval
- Admin support for Sustainability Team
- Undertake health, safety and environmental internal audits
- Updating and maintaining processes, procedures and documentation for Health, Safety and Environmental management systems as directed by the Integrity Manager.
- Work in collaboration with the Learning and Development Team to ensure Team Members health, safety and environmental competence is maintained
- Support for accident/ incident investigations

- To manager/ support projects focused on improvements with a focus on team health and wellbeing, the environment and sustainability
- Update the internal audit schedule and to ensure all audits are completed in line with the planned audit schedule
- DSE Assessments

This list is not exhaustive and you will be expected to work flexibly and undertake other duties as the management may from time to time reasonably require.

SKILLS / EXPERIENCE

- Proven transferable experience in a similar role
- Confident and effect communicator
- Ability to work on own initiative and drive to support change
- Extremely organised and effective management of own time and prioritization of tasks
- Excellent attention to detail
- Own it and solutions focused mindset
- Ability to anticipate and pre-empt needs based on business requirements
- Resilience and ability to work under pressure to meet tight deadlines in fast paced, changing environment
- Working knowledge of or IOSH or NEBOSH certificate
- Knowledge of ISO compliant management systems (ISO 14001, ISO 20121, ISO 45001)
- H&S experience
- Internal auditor experience
- Environmental knowledge
- Sustainability knowledge
- Use of computer software applications such as MS Office and MS Teams
- DSE Assessor

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG's** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Midlands office, There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require. At all time you must work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.

THE COMPANY

Established in 1980, we are one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

The **DRP Group** is an equal opportunities employer.