

## Health Safety Wellbeing Training Coordinator

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Company: Kier Group

Location: United Kingdom

Category: architecture-and-engineering

We're looking for a Health, Safety Wellbeing (HSW) Training Co-ordinator to support the successful operation of the training centre and HSW Academy. This is a nationwide position with a requirement to visit the Ower Training Centre near Southampton.

Can you envision a world without transportation links by land, sea, or air? Neither can we! Your journey is our journey. Join us at Kier Transportation, where we are working brilliantly together to make a difference, supporting the movement of people, goods, and equipment.

**Location:** Nationwide - some remote working available, with travel to the office required

**Contract:** Permanent Fulltime

**Salary:** £20k - £30k + 26 days annual leave + matched pension + benefits

### Responsibilities

As a HSW Training Co-ordinator, you'll be involved with helping the smooth operation of the centre to manage the finances, create accurate reporting, help with growing the business offering to supply chain and external clients, administration tasks and ensure the HSW Academy and Training Centre operates in the most effective way.

Your day to day will include:

- Ensure that compliance training is delivered to people across the Transportation business in the most cost-effective efficient way and to the highest standards

Support trainers with diary management, handling, and processing of paperwork for courses

Manage the finance processes for the training centre, ensuring that there is effective management of the process to allow smooth operation of the HSW Academy

Provide a training solution for our supply chain partners to support their trained needs in a smooth and cost efficient way

### **What are we looking for?**

This role of HSW Training Co-ordinator is great if you have:

Great IT skills especially Microsoft Excel, Word, Outlook and Teams to log information, create reports and provide data

Experience working with a training centre environment

Awareness of finance systems

### **Rewards and benefits**

We're proud to be able to offer our brilliant people a wide variety of benefits that you can tailor to your needs.

### **Diversity and inclusion**

Making Kier a diverse and inclusive place to work is a huge priority for us. We're proud of the steps we've taken so far, but we know we must always do more. Our employees are key in shaping Kier's diversity and inclusion initiatives and our people have made a huge impact on how we work, by using their experiences to shape our policies. .

We look forward to seeing your application to join the #constructionrevolution #joinkier #LI-JB2

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