



Job Title (Vidrala Group)	H&S Analyst & Administrator
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Organisational Unit	Encirc
Business Unit	Health, Safety & Environment
Reporting to (Hierarchical)	H&S Compliance & Assurance Manager
Reporting to (Functional)	H&S Compliance & Assurance Manager

Main Purpose of Role

The H&S Analyst & Administrator is responsible for providing analytical, reporting, and administrative support to the H&S team. The role ensures accurate data capture, performance analysis, and efficient coordination of H&S processes across the organisation. It plays a critical part in enabling the H&S function to deliver compliance, governance, and continuous improvement objectives.

Key Accountabilities

Data Management & Analysis

- Collect, validate, and maintain Encirc-wide H&S performance data from all sites.
- Develop and maintain H&S dashboards, scorecards, and performance reports for leadership.
- Analyse trends in incidents, audits, training compliance metrics.
- Identify data anomalies and work with site H&S teams to ensure accuracy and completeness.
- Provide data-driven insights to support decision-making and performance improvement initiatives.

Reporting & Governance

- Prepare weekly, monthly, quarterly, and annual H&S performance reports for the Site Leadership Teams, SLT & Exco.
- Support external reporting requirements, including regulatory submissions and sustainability disclosures.
- Maintain records for statutory compliance, certifications, and permit renewals.
- Track and report progress on corrective actions from audits, incidents, and inspections.

Administrative Support

- Coordinate H&S meetings, workshops, and training events.
- Maintain and update the H&S document management system, ensuring version control.
- Support scheduling and logistics for internal and external audits.
- Assist with the preparation of policies, procedures, and communication materials.
- Raise H&S Related Purchase orders, tracking invoices, receipting PO's and budget management adherence.

Systems & Tools

- Administer the Encirc's H&S software platform(s), including user access, data uploads, and troubleshooting.
- Support the integration and optimisation of digital tools for hazard reporting, audits, and performance monitoring.
- Provide first-line support to site users on H&S systems and reporting processes.

Continuous Improvement

- Proactively identify opportunities to improve H&S reporting processes and tools.
- Benchmark data reporting practices against best-in-class standards.
- Contribute to the development of group H&S KPIs and targets.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



Knowledge, Skills and Experience

Essential Functional / Technical Skills

Essential:

- Strong data analysis and reporting skills, ideally with Excel, Power BI, or similar tools.
- Minimum 3 years' experience in data management, administration, or H&S coordination.
- Familiarity with H&S performance metrics and compliance requirements.
- Strong organisational skills with attention to detail.

Desirable:

- IOSH Managing Safely equivalent safety qualification.
- Experience with ISO 45001 management system.
- Experience administering H&S software platforms.
- Exposure to manufacturing, logistics, or high-risk industry environments.

Personal Attributes / Competencies

- Analytical mindset with ability to turn data into actionable insights.
- Highly organised and able to manage multiple priorities.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite and data visualisation tools.
- Ability to work independently while supporting a team environment.

Alignment with our company values:

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement

Alignment with our company purpose:

- Great People
- Great Place
- Great Future

Impact

Individual Contribution / KPIs

- Accuracy and timeliness of H&S data reporting.
- Completion rate of scheduled reporting and governance activities.
- Reduction in data errors and non-conformities in reporting.
- Positive feedback from stakeholders on quality of analysis and support.
- Successful delivery of H&S data system improvements and enhancements.

Key Contacts

- Head of HSE, Site HSE Teams
- Liases with: external auditors, regulators, and system/service providers as required.



Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.