

Safety Health Environment and Quality (SHEQ)

Administrator – Job Description

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 9.00 – 5.00
Department:	Health & Safety
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA.
Salary:	Negotiable

Purpose

To provide administrative, data and reporting compliance support to Sustainability and H&S teams across the M Core portfolio; This includes supporting SECR and ESOS data collection, validation, audit prep and reporting processes, helping ensure accurate compliance submissions and ongoing regulatory adherence, reporting to the Sustainability Compliance Manager and assisting with other Departments and Managers as appropriate.

Key Responsibilities

- Energy Performance Certificates (EPCs); maintain the inbox and electronic filing systems, EPC related inputs to property management systems.
- Manage E.P.C. services from approved suppliers, appraise risks and opportunities and communicate to AM's/PM's.
- Compile monthly update and exceptions reports for Sustainability Compliance and provide EPC guidance to Asset Managers and Property Managers, as required.
- Assist with gathering, validating and reconciling energy consumption, transport and emissions data required for SECR.
- Support the collation of evidence, consumption records, supplier information, and audit trails for ESOS phase 4 compliance.
- Support ESG / sustainability compliance technician in data checks and management for SECR and ESOS reporting.
- Manage and maintain ESG and Sustainability Compliance SharePoint area including Standard Operating Procedures (SOPs), risk registers, and sustainability compliance folders.
- Manage and maintain documents and supporting evidence for Energy, environmental audits, and site visits on behalf of Sustainability Compliance Manager.

- Manage both physical and digital filing systems, handling data entry, and ensuring documents are stored securely.
- Support for wider SHEQ team including H&S Advisors and Managers including preparing, editing, and storing SHEQ training documents, presentations, and reports.
- Monitor UK Government and SHEQ related legislation and prepare monthly updates on any upcoming changes and/or consultations.
- Track reporting deadlines to support with timely submission of SECR and ESOS.

Person Specification

- Collaborative, flexible and able to work on own initiative.
- Attention to detail.
- Office-based desktop duties and meeting support (notes and minutes).
- Strong numeracy and ability to work confidently with data sets.
- Willing to learn new skills and grow with role.

Qualifications / Training

- Proven experience within an administrative role.
- GCSE Grade C or above in English and Math's (or equivalent).
- Proficient in Excel, Word, Outlook, PowerPoint.
- SharePoint/OneDrive experience.
- Horizon or other property database experience preferred.