

Vacancy – QHSE Technical Support Coordinator (Part Time)



With over 60 years of chemical manufacturing heritage and an established reputation for excellence, Briar Chemicals is focused on providing the best contract manufacturing and site services to customers in the agrochemical, fine and specialty chemical industries. Based in Norwich, Norfolk, Briar Chemicals is a leading large scale chemical company delivering customers' needs utilising its broad asset and technology base underpinned by its quality driven project management.

We currently have a vacancy for a Part Time QHSE Technical Support Coordinator within our QHSE (Quality, Health, Safety and Environment) department.

Whilst you are likely to have a good level of technical skills, the role is one where there is significant opportunity to learn and develop your skills and knowledge in an Upper Tier COMAH organisation.

Your principle role will be to provide technical coordinator support and your main duties and responsibilities involve the following:

1. Environmental support with data gathering and report preparation including:
 - Discharge consents
 - Quality control reports
 - Environmental permitting
 - Water Abstract and annual bore hole reporting
 - Reach Safety Data Sheets
 - Data gathering for energy saving schemes
 - SDS (Safety Data Sheets) Control

2. Technical support to wider QHSE:
 - Support the preparation and delivery of safety studies
 - Administration of Regulatory correspondence
 - Assisting in the preparation of
 - i. Weekly HSE report
 - ii. HSE briefings
 - iii. Monthly HSE Focus material
 - HSE procedural document management
 - Support the management of the HSE audit and action tracking process

Your Qualifications / Experience

- Experience in a technical coordination role preferably with some HSE involvement
- Strong (internal) customer relations skills
- Computer skills including Word, Excel, PowerPoint, Access etc.
- Information analysis and decision-making skills
- Written and verbal communication ability
- Excellent multi-tasking and time management skills
- Eye for detail
- Commitment to Briar continuous improvement projects

Additional Information

We seek an individual who is a good communicator.

Experience in a similar industry would be advantageous.

Preference would be given to someone who has auditing experience or willing to train as an internal auditor.

What we can offer you

Salary approximately £25,000 FTE.

In addition, we offer the following benefits:

- Group Personal Pension scheme - we will match your contributions, plus 2% extra, up to a maximum of 10% employer contribution.
- Contributory Private Healthcare scheme.
- Employee Assistance Programme
- Life Assurance
- Flexitime
- Cycle to Work scheme
- Free, onsite car parking

This is a part-time role ideally Monday to Thursday, 24 hours per week. Start and finish times to be agreed.

Closing date for this vacancy is 10th December 2021

If you would like to be considered for this role, please apply in writing to the Human Resources Department, Briar Chemicals Ltd, Sweet Briar Road, Norwich NR6 5AP or email HR.Office@BriarChemicals.com submitting your CV and application letter stating why you believe you are a suitable candidate.