



voestalpine Metsec is the UK's biggest construction specialist cold roll forming company and part of the largest globally leading steel and technology group. Established over 90 years ago, voestalpine Metsec is owned by the voestalpine Group. The Group has 500 companies and locations in 50 countries on 5 continents with €16.7 billion revenue and 51,600 employees.

TRAINER & CONTRACTOR COORDINATOR – CENTRAL SERVICES

EXTERNAL VACANCY

Reports to: Environmental, Safety & Training Manager
Location: Oldbury, West Midlands, United Kingdom (UK)
Hours of work: Monday to Thursday 7.30am to 4.00pm with half hour lunch break each day and 7.30am to 12.30pm with no lunch break on Friday of each week – 37 hours in total, paid monthly

voestalpine Metsec plc is the UK's largest specialist cold roll-forming Company providing products for the construction and manufacturing industries. This is a full-time permanent position where you will be required to assist and work closely with the Environmental, Safety and Training Manager to ensure employee training is organised and completed in a timely manner and that all contractors to site are inducted correctly and work safely at all times.

Person specification

- » Experience of working in a similar role within a production/manufacturing environment
- » Train the Trainer Certificate would be an advantage
- » The ability to train others internally covering manual handling, abrasive wheels, fall arrests and any other areas deemed necessary by the Company
- » Experience of managing contractors and reviewing/passing off contractors' work
- » The ability to engage and communicate effectively with employees, managers, contractors, and visitors
- » Self-motivated, tenacious and the ability to work unsupervised in a fast-paced changing environment
- » Approachable with the ability to work with employees and managers in a supportive/collaborative way
- » Computer literate, well organised, professional and able to work under pressure
- » Responsible for achieving objectives on own initiative, as well as part of a team
- » Able to prioritise workload, meet deadlines and pay attention to detail
- » Must be eligible and able to prove you can work in the UK as the Company does not hold a sponsorship licence.

Your responsibilities

- » Arrange training internally and externally including booking/delivery
- » Manage and review contractors, including assessing their works and documenting outcomes
- » Induct contractors
- » Review Contractor Risk Assessments, Method Statements, work permits and Safe Systems of Work and then produce reports and recommendations regarding the correction of any defects
- » Manage contractor reporting and associated paperwork
- » Manage the insurance company reporting and associated paperwork
- » Manage the safety department contractor's contractor reporting and associated paperwork
- » Carry out any other reasonable ad hoc duties in order to support the training function as required.

Post date: Wednesday 20th November 2024

Package: Competitive salary, Company pension scheme, health cash plan, life assurance, 33 days holiday (including statutory days), discounted gym membership, cycle to work scheme and an employee assistance programme.

To apply: We look forward to receiving your CV at metsec.hr@voestalpine.com

voestalpine Metsec is an equal opportunities employer