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| **Job Title: Safety Performance and Reporting Analyst**  **Purpose:** Responsible for overseeing company safety performance, coordinating corporate and statutory safety reporting and undertaking analysis across Nexus in support of the company’s objective of achieving ‘Safety Without Compromise’. | Nexus Logo |

**Person Specification**

**Date: May 2022**

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| **Essential Criteria** | |
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| **EDUCATION** | **Essential (E) or Desirable (D)** |
| GCSE (A-C grade) or equivalent in mathematics and English language | E |
| Degree or Diploma level technical qualification preferred, ideally suited towards business information management, data and systems build and analysis, and technical business administration | D |
| **SPECIFIC KNOWLEDGE** |  |
| A good understanding of UK health and safety legislation and requirements, especially with regard to statutory reporting requirements (e.g. under RIDDOR); | E |
| Experienced and highly capable in the use of proprietary and industry health and safety tools systems such as SMIS and common IT software including MS Excel, Word, PowerPoint, Power BI and Access; | E |
| Good working knowledge of all aspects of the Nexus business and organisational structure | D |
| **EXPERIENCE, SKILLS & COMPETENCIES** | |
| High numeracy and strong analytical skills with the ability to produce accurate, timely and concise reports | E |
| Practical project and/ or operational experience in health and safety management | D |
| Excellent presentation and communication skills | E |
| Strong understanding of business needs and experience utilising performance data to support an organisation’s wider objectives | D |
| Strong ability to engage with a variety of internal and external stakeholders | E |
| Versatility and flexibility | E |
| Personal integrity and discretion | E |