**Why Nexus?**

Metro and the wider public transport network is the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Safety Performance and**

 **Reporting Analyst**

We are recruiting an enthusiastic and energetic individual to this new role within our Safety and Assurance team.

You will be responsible for overseeing all aspects of 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’.

**The person**

We are looking for individuals with high levels of numeracy and strong analytical skills with the ability to produce accurate, timely and concise reports.

You will be 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.

You will have a good understanding of UK health and safety legislation and requirements, especially with regard to statutory reporting requirements (e.g. under RIDDOR) and a strong understanding of business needs and experience utilising performance data to support an organisation’s wider objectives.

Ideally, you will have practical project and/ or operational experience in health and safety management. A Degree or Diploma level technical qualification would be desirable.

More information can be found in the job description and person specification.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion. **What can Nexus offer you?**

* Salary Band 3 - £21,085 - £31,630 per annum
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need
* A suite of work life balance policies, including Homeworking Policy
* You will be automatically enrolled into the Local Government Pension Scheme (LGPS)
* Free travel within Tyne and Wear on Metro, Buses and the Shields Ferry
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family

**How to apply**

To apply for this vacancy, please visit [North East Jobs](https://www.northeastjobs.org.uk).

Closing date for application is **8 June 2022**

If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**

