NEXUS

Be part of our Story

HSE & QRCA Coordinator

Full-time, permanent

Salary circa £24,640 - £36,963

About the role

Are you a highly organised, strong-minded individual who thrives on ensuring things get done properly and on time? We are looking for a proactive HSE & QRCA Coordinator to support our Health, Safety, Security & Environment (HSE) and Quality, Risk, Compliance & Assurance (QRCA) teams.

This role is ideal for someone who enjoys working with data, managing trackers, and influencing others to meet deadlines. You'll be responsible for ensuring incidents, audits, risks, and improvement actions are recorded, tracked, and closed within agreed timescales — and for producing meaningful insights through trend analysis.

Key Responsibilities

- Coordinate and support meetings, briefings, and events for HSE and QRCA teams.
- Maintain and manage trackers for incidents, audits, risks, and assurance actions.
- Input and manage data across multiple systems, ensuring accuracy and completeness.
- Conduct trend analysis to identify patterns and support decision-making.
- Ensure timely closure of actions and recommendations, escalating where necessary.
- Produce periodic and ad hoc reports and dashboards for internal and external stakeholders.
- Liaise with internal teams to support KPI reporting and continuous improvement initiatives.
- Manage inboxes and respond to requests for regulatory, safety, and compliance support.
- Maintain documentation and systems, raising faults and ensuring resolution.

About You

- NVQ in a relevant subject (essential).
- Experience managing complex data and producing reports.
- Knowledge of QHSSE principles or Nexus operations (desirable).
- Statistical or QHSSE-related qualifications (desirable).

- Proven ability to organise, prioritise, and meet deadlines.
- Confidence and resilience to chase teams and ensure accountability.
- Excellent communication skills – written, verbal, and digital.
- Strong analytical skills with the ability to present data clearly and identify trends.
- High level of integrity, discretion, and independence.
- Proficiency in Microsoft Office and familiarity with business systems.

Why join us?

This is a unique opportunity to make a real impact across two critical functions within Nexus. You'll be part of a supportive team, working in a dynamic environment where your organisational skills, assertiveness, and analytical mindset will be highly valued.

Job Details and Benefits

- This is a Monday to Friday job
- You'll work a 36 hour week
- You'll have the option to work a minimum of 60% of your working week in the office and the rest at home
- You'll be part of a generous pension scheme
- 28 days annual leave per year, bank holidays and time off for volunteering too
- Enjoy travelling for free in Tyne and Wear with our enhanced travel benefits
- You will have the opportunity to contribute to a health cash plan that will contribute (and dependants if you have them) towards dental costs, optical, and lots more
- Access to our reward app with over 1000 plus high street discounts on groceries, holidays and days out.
- We like to grow our own colleagues (not literally of course!), so when you're ready for the next step in your career, we can help develop you.

If this sounds like the role for you, please upload your CV and covering letter explaining your relevant experience and how you meet the essential criteria.

Applications close at 9:00am on 22 August 2025.

Find out more by visiting our website www.nexus.org.uk.