

# Role description

QHSE Assistant

# The opportunity for you

## Executive summary

The QHSE Assistant is responsible for supporting the QHSE team in implementing and maintaining effective quality, health, safety, and environmental management systems. The role involves providing admin support to and assisting the QHSE Manager in ensuring the delivery of health and safety systems and processes in line with statutory responsibilities and maintaining effective health and safety programs to ensure a safe and secure work environment for all employees, clients, and visitors. Maintaining information in a confidential manner, adhering to GDPR. Role is London based and supporting Cambridge, Liverpool, Oxford and Dublin offices, and where necessary to attend alternative sites.

## Key responsibilities

- Documentation and Record Keeping:
  - Maintain accurate and up-to-date documentation related to QHSE policies, procedures, and records.
  - Assist in the development and updating of QHSE manuals, guidelines, and documentation.
  - Support Cambridge, Liverpool, Oxford and Dublin offices
- Compliance Monitoring:
  - Conduct regular site inspections and assist with annual audits to ensure compliance with applicable quality, health, safety, and environmental regulations and standards.
  - Assist in identifying areas for improvement and implementing corrective actions.
  - Assist in provision and upkeep of safety and biohazard kit where necessary.
  - Assist QHSE Manager in ensuring firm achieve ISO 45001 accreditation and help maintain management system.
- Training and Awareness:
  - Support in the development and delivery of QHSE training programs for employees.
  - Assist in promoting awareness of QHSE policies and procedures throughout the organization.
  - Management of training certificates and the training matrix

### Job title

QHSE Assistant

### Recruiting manager

QHSE Manager

### Department

QHSE

### Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

### Location

London

### Perm/FTC

Permanent

### Salary

Competitive

### Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

# The opportunity for you

- Incident Investigation:
  - Participate in incident investigations to determine root causes and contribute to the development of preventive measures.
  - Assist in the preparation of incident reports and recommendations.
- Risk Assessment:
  - Support the QHSE Manager in conducting risk assessments and implementing risk mitigation measures.
  - Assist in the development of emergency response plans and procedures.
  - Co-ordinate online and 1 to1 Workstation assessment and new and expectant mothers assessments and organise additional equipment as necessary.
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- Communication:
  - To deal first hand with general health & safety enquiries, manage the QHSE inbox and liaising with other staff as necessary, and advising accordingly.
  - Collaborate with different departments to ensure effective communication and coordination of QHSE initiatives.
  - Assist in the preparation of reports and presentations on QHSE performance for Safety Working Group meetings and minute quarterly.
  - Manage updates to contents on the QHSE intranet page and ensuring Health and Safety notices are up to date.
  - Be the first point of contact for first aid and fire warden volunteers i.e. Fire wardens and first aiders.
  - Ensure site inductions are up to date and available for new starters and onsite contractors.
  - Provide new starter inductions for all UK sites and Dublin.
- Continuous Improvement:
  - Contribute to the continuous improvement of QHSE processes and procedures.
  - Participate in regular reviews and updates of QHSE management systems.
  - Support in the creation, advertisement & implementation of Health & Safety Campaigns.
  - To be responsible for recording and acknowledging any QHSE queries or concerns, tracking and monitoring progress against actions.

# The opportunity for you

## Knowledge, skills and experience

- Previous experience in a similar role
- Desirable: experience in setting up and auditing Integrated Management Systems ISO certified
- Have NEBOSH National/International General Certificate in Occupational Health and Safety and bachelor's degree in a relevant field (e.g., Environmental Science, Quality Management, Engineering)
- Desirable: NEBOSH Level 6 National/International Diploma for Occupational Health and Safety Management Professionals or Occupational Safety and Health Management BSc or similar
- Strong experience working within United Kingdom and Ireland relevant QHSE regulations, standards, and best practices.
- Institution of Occupational Safety and Health membership or similar
- Strong organizational and documentation skills.
- Excellent communication and interpersonal skills to establish constructive relationships and communication with colleagues and other professionals/agencies.
- Attention to detail and problem-solving abilities. Proven experience of taking initiative and working under pressure and ability to meet tight deadlines.
- Proficient in Microsoft Office and other relevant software applications.
- To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of TW.

# About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

## Our UK sector focus



Technology, Media  
& Communications



Private Wealth



Real Estate,  
Infrastructure & Energy



Life Sciences  
& Healthcare

## Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

## Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

**1000+** lawyers | **300+** partners | **29** offices | **17** jurisdictions

# About us

## The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

## Investing in you | Tailored Benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

### Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house GP service

### Health and wellness benefits

- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex

### Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar
- Enhanced family leave – after one year qualifying service new parents taking maternity or shared parental leave may receive the equivalent of six months' full pay, spread over nine months
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surcharges
- Interest free season ticket loan

# Our values

## What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

## Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.





# Diversity & Inclusion

## Mansfield Certification

Taylor Wessing UK is proud to have achieved Mansfield Rule UK certification for a second year running and has committed to participating for a third year!

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)



## Responsible Business Networks

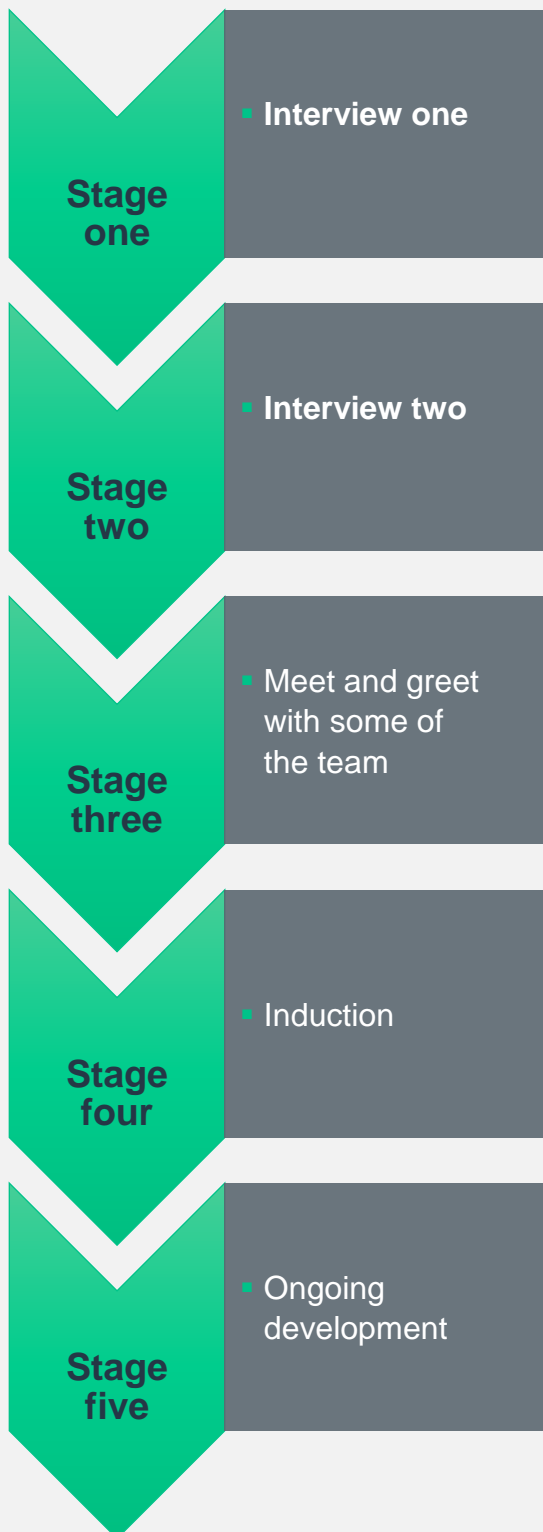
We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

### Our current networks are:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network



# Your recruitment journey



**Rob Fowler**  
Head of Talent Acquisition  
+44 20 7300 4841  
[r.fowler@taylorwessing.com](mailto:r.fowler@taylorwessing.com)



**Hannah Jackson**  
Senior Recruitment Manager  
+44 203 077 7262  
[h.jackson@taylorwessing.com](mailto:h.jackson@taylorwessing.com)



**Sara Gordon**  
Senior Talent Acquisition Manager  
+44 1513355139  
[s.gordon@taylorwessing.com](mailto:s.gordon@taylorwessing.com)



**Kendell Woods**  
Recruitment Advisor  
+44 151 335 5192  
[k.woods@taylorwessing.com](mailto:k.woods@taylorwessing.com)



**Lottie Williams**  
Recruitment & Onboarding Advisor  
+44 151 335 5191  
[l.williams@taylorwessing.com](mailto:l.williams@taylorwessing.com)



**Daniel Cheasley**  
Senior Recruitment Advisor  
+44 20 7300 4965  
[d.cheasley@taylorwessing.com](mailto:d.cheasley@taylorwessing.com)

Please contact us if you require any adjustments to your application or our recruitment process.

**2000+** people  
**1100+** lawyers  
**300+** partners  
**29** offices  
**17** jurisdictions

<b>Austria</b>	Klagenfurt   Vienna
<b>Belgium</b>	Brussels
<b>China</b>	Beijing   Hong Kong   Shanghai
<b>Czech Republic</b>	Brno   Prague
<b>France</b>	Paris
<b>Germany</b>	Berlin   Düsseldorf   Frankfurt   Hamburg   Munich
<b>Hungary</b>	Budapest
<b>Netherlands</b>	Amsterdam   Eindhoven
<b>Poland</b>	Warsaw
<b>Republic of Ireland</b>	Dublin
<b>Slovakia</b>	Bratislava
<b>South Korea</b>	Seoul*
<b>UAE</b>	Dubai
<b>Ukraine</b>	Kyiv
<b>United Kingdom</b>	Cambridge   Liverpool   London   London TechFocus
<b>USA</b>	New York   Silicon Valley

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