

Job Description – Birmingham Ceremonies

Operations Coordinator - Health & Safety

Job title	Operations Coordinator – Health & Safety
Department	Operations, Birmingham Ceremonies
Position Type	Full Time
Reports to	Senior Manager - Health, Safety, Medical & Welfare

1. Job Purpose

Birmingham Ceremonies is the production company delivering the Opening and Closing Ceremonies of the Birmingham 2022 Commonwealth Games, the largest multi-sport event to be held in England in the last 10 years.

Birmingham Ceremonies Ltd. (BCL) are looking for an Operations Coordinator – Health & Safety to work with the Ceremonies Health & Safety team in the delivery of the Opening & Closing Ceremonies

This role is based in Birmingham and will suit someone with extensive local knowledge of the area, community and location.

The ideal candidate is someone who is self-motivated with excellent organisation, office and communication skills. A passion for and experience live events and/or theatre is essential.

2. Key Responsibilities and Accountabilities

Operations Coordinator – Health & Safety will have the following responsibilities and accountabilities:

- Work with the Ceremonies Health & Safety team to coordinate and assist in the management of health, safety & welfare throughout all Ceremonies departments & sites
- Promote and encourage a positive safety culture throughout Ceremonies activities & departments
- Monitor that Ceremonies staff and contractors are working safely and implementing the control measures identified in their risk assessments
- Monitor that Ceremonies staff and contractors are implementing COVID control measures as dictated by best practice or government advice
- Attend Ceremonies meetings as required
- Deliver safety inductions, briefings and training as required
- Promote Equality and Diversity as part of the culture of the organisation
- Comply with Organising Committee and Birmingham Ceremonies Ltd procedural, administrative, operational guidelines and instructions
- Lead by example

This is an evolving position and responsibilities may change over time.

Person specification		
3a) Skills and experience required		
Area	Critical	Desirable
Skills & Ability	<ul style="list-style-type: none"> • Administrative and organisational skills (MS Office skills are essential for this role) • Strong written and verbal communication skills and excellent interpersonal skills • Accuracy and meticulous attention to detail • Ability to manage multiple priorities and work to a variety of deadlines • Collaborative and personable – someone who will build relationships easily • Resilient with an effective approach to resolving challenges and identifying solutions • experience in problem solving and conflict resolution. • Ability to build relationships, with speed and credibility, with people at all levels (internal or external) 	<ul style="list-style-type: none"> • Experience in a similar capacity for a theatre production or events company
Knowledge and Experience	<ul style="list-style-type: none"> • Experienced in working within a multi-stakeholder environment • Familiar with Birmingham – the city the people, and the Arts and Cultural institutions and establishments 	
Qualifications	<ul style="list-style-type: none"> • Educated to General Certificate of Secondary Education (GCSE) 	<ul style="list-style-type: none"> • IOSH Managing Safely or equivalent

3b) Personal Qualities	
Teamwork	<ul style="list-style-type: none"> • Confident, enthusiastic and pro-active self-starter, with a desire to further their experience • Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners • Engages effectively, and is highly supportive towards others • Highly collaborative, taking the time to engage with team members • Reliable and committed to success of the team • Embraces change and is adaptable • Able to multitask and willing to take on additional roles and tasks • Ability to work with discretion
Communication	<ul style="list-style-type: none"> • Natural communicator at all levels, approachable and knowledgeable
Commitment and results delivery	<ul style="list-style-type: none"> • Displays the highest levels of integrity and commitment with an ability to deliver excellent results

3b) Personal Qualities	
	<ul style="list-style-type: none"> • Manages time effectively • Flexible and creative in approach to delivery • Resilient and positive through change and adapts positively • Takes accountability and ownership of tasks and problems • Tenacious and seeks to overcome obstacles and challenges
Motivation and drive	<ul style="list-style-type: none"> • Self - motivated and proud to be part of the experience • Passionate and committed individual • Demonstrates enjoyment in their work • Professional, polite and approachable manner • Positive attitude and optimistic • Resilient and calm

We are an equal opportunities organisation and Disability Confident employer and we encourage applications from all backgrounds and communities.

To apply for this role please email recruitment@birminghamceremonies.com with your CV and Covering Letter.

On occasions where we receive a large number of applications, we may close the advert ahead of the publicised closing date.

We would therefore advise that you submit your completed application as soon as possible.