

## Safety Administrator

Department:	Safety.
Location:	Motorsport UK, Bicester Motion.
Hours of Work:	Full Time (37.5 hours per week). Core hours are 09:00 until 17:30, Mon – Fri.
Line Manager:	Safety Executive.
Direct Reports:	None.

### Role Purpose

The Safety department aims to provide the safest possible environment for everyone who engages in motorsport through the governing body. This could be as a competitor, official, marshal or spectator.

The department provides pre-event documentation prepared to the highest standard and accessible for all members. By maintaining a close liaison with insurers, motorsport venues and manufacturers, risk can be reduced or eliminated.

Accurate and effective administration is fundamental to achieving the aims of the department. The Safety Administrator will therefore play a key role in supporting Motorsport UK to deliver against its safety objectives.

### Primary Objective

The primary objective associated with this role will be:

1. To provide accurate, efficient, and impactful administration support to ensuring the effective functioning of the Safety team.

### Additional Responsibilities

In addition to the primary objective listed above, the Safety Administrator will be responsible for:

- Providing administrative support for the track licencing system.
- Assisting in the processing of 'closed road' motor race permit applications.
- Processing and logging of data into the incident reporting system.
- Assisting with the administration of the Rescue & Recovery unit licencing / assessment program.
- Providing administrative support to the Safety Committee and Rescue & Recovery Advisory Group.
- Assisting in the production of any safety related regulations, guidance documents and newsletters.
- Assisting in the preparation of any safety seminars, webinars, and training events.
- Assisting in the processing and approval of drone applications.
- Acting as the first point of contact for queries through the safety inbox.
- Dealing promptly and efficiently with departmental telephone queries.
- Assisting with ad-hoc departmental tasks as required.



## Core Competencies

Below are the core competencies, knowledge, and skills required to be successful in this role:

### *Essential*

- Methodical and well organised.
- Competent in using Microsoft Office.
- A clear hunger for personal learning and development.
- Experience of working both independently and as part of a team.
- Experience of working to deadlines and completing administrative tasks.
- The ability to travel to and from the Motorsport UK offices in Bicester.
- Eligibility to work within the UK.

### *Desirable*

- Prior experience of working within a similar administrative role.
- A Safety or Engineering Qualification.
- A working knowledge of and / or experience of working within the motorsport industry.
- A history of effectively analysing problems and presenting well researched solutions.