

JOB DESCRIPTION: Safety Officer

Department	Safety
Location	Motorsport UK House, 141A, The Command Works, Bicester, Oxon
Hours of Work	Full time, Monday to Friday 9AM – 5:30PM, with flexibility required
Head of Function	Sport, Safety & Technical Director
Manager	Safety Executive
Grade	D
Direct Reports	0

About Motorsport UK

Motorsport UK is the national membership organisation and governing body for four-wheel motorsport in the UK, representing competitors, volunteers, clubs and fans.

As a member focused organisation we embrace a diverse community that includes 720 affiliated motor clubs, 30,000 competition licence holders, 10,000 volunteer marshals, 4,000 officials and a legion of passionate motorsport spectators and fans. We issue over 5,000 event permits every year providing everyone with the opportunity to get close to the action. Motorsport UK is a not-for-profit organisation (limited by guarantee) that exists to service and grow the sport.

We are a founding member of the world governing body, the Fédération Internationale de l'Automobile (FIA).

Role Purpose

At Motorsport UK we are continuously striving to innovate and improve our safety systems. This role will work within the Sporting, Technical and Safety Team reporting to the Safety Executive. The prime purpose is to support the Safety Executive on all matters of safety and risk management in relation to Motorsport UK permitted events and over 120 licensed venues, each of which is subject to a formal inspection on a regular basis. Training and development opportunities will be available to progress our continuous improvement programme within the safety team.

The role will be a mixture of administrative and project management tasks, touching on all aspects of the organisation's safety management system. The role holder will provide an efficient first-class customer service to licence holders, motorsport clubs and the general public as appropriate.

Responsibilities

- A key task within the role is to develop and implement effective methods of document control and to develop and maintain auditable filing and business processing systems.
- Assist and support the track licencing system

- Assist in the processing of 'closed road' motor race permit applications
- Processing and management of the information for the incident reporting system
- Liaising with and supporting Rescue & Recovery unit and personnel licencing and assessment programs
- Attend and provide administrative support to the Safety Committee and Rescue & Recovery Advisory Group
- Assist in the production of any safety related regulations, guidance documents and newsletters
- Assist in the preparation of any safety seminars, webinars, and training events
- Creating and maintaining accurate departmental files and databases
- First point of contact for queries through the safety inbox for members
- Dealing promptly and efficiently with departmental telephone queries
- Assist with ad-hoc departmental tasks as required

Person Profile

- You will be qualified to a safety (IOSH / NEBOSH) or engineering degree
- You will be a self-starter, capable of working autonomously
- You must be highly methodical and well organised
- You will be highly adept with both PowerPoint and Excel, and conversant with a wide range of project tools from Microsoft suite, Adobe products, Sharepoint, OneDrive, Google Drive, Dropbox etc.
- Excellent punctuality, timekeeping, and attendance
- Excellent written and communication skills
- First class customer service
- You will have a full clean driving license and be prepared to travel

Experience

- Experience in a motorsport or automotive environment is beneficial
- A minimum of 2 years' experience working as part of a safety team is preferred

Terms and Conditions

Working hours are between 9.00 am and 5.30pm and are typically 37.5 hours a week. We require commitment and flexibility to achieve our company objectives, usually with some flexibility around start and finish times.

At Motorsport UK we believe in encouraging a healthy balance between in person team cooperation and giving our people flexibility to help manage their life outside of work. For us we think the right balance is a day at home and the rest of week in the office. This may be subject to variation depending on the role.

We have a great new building located in the fantastic Bicester Heritage site with plenty of break out spaces and areas to collaborate. We also know that the commute and commitments either side of the working day can be hard to manage so we allow a flexible approach to start and finish times within core working hours of 8.00am and 6.00pm.

Our mission is to celebrate and enable participation in motorsport in a safe, fair, fun, inclusive and progressive environment. As an organisation we are committed to fostering a workplace where everyone can perform at their best whatever their background. We therefore encourage applications across all ethnicities, religions, age groups, sexual orientations, and gender identities.