

**Job Description:**

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| **Post:** | **Health and Safety Administrator** |
| **Salary Grade:** | Grade 2  £7,107 - £8,188 per annum (Actual salary) |
| **Responsible to:** | Head of Facilities |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To provide procurement, office and administrative support to the Facilities function |
| **2** | Support the Head of Facilities to generate and promote a positive health and safety culture |

**Key Responsibilities and Accountabilities:**

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| **A** | Undertake administrative duties in respect of Facilities and Health and Safety function including note taking, letter, memo and report production, maintaining filing systems, dealing with telephone and e-mail enquiries, photocopying and circulating documents |
| **B** | Assist Head of Facilities with the analysis of data and preparation of reports, including departmental QIP and annual Health and Safety report |
| **C** | Maintain and update filing systems including health and safety inspections, audits, risk assessments, safety training, engineering inspections and testing, policies and health and safety reference information |
| **D** | Assist in identifying and meeting cross-college training needs, updating the College’s HSE e-learning system as required to ensure staff training is current |
| **E** | Organise and maintain current and relevant health and safety materials, information and training resources for dissemination to other staff |
| **F** | Maintain cross college equipment databases as required by Head of Facilities |
| **G** | Data entry relating to safety audits and dissemination of reports to relevant staff and departmental SharePoint sites |
| **H** | Liaise with relevant managers, technicians and other staff over the preparation and implementation of risk assessments, audits and inspections and resulting recommendations |
| **I** | Follow up on outstanding actions arising from safety inspections and audits, risk assessments and responses to other correspondence |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike. |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Good general education to include Maths and English to Grade C, or willingness to undertake | Y |  | A |
| ii | IOSH or willingness to undertake |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iii | Knowledge and understanding of IT packages to include Microsoft Excel and Word | Y |  | A |
| iv | Experience of working within an Administrative function | Y |  | A/I |
| v | Experience of working within a health and safety environment |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| vi | Excellent interpersonal skills | Y |  | A/I |
| vii | Effective teamwork skills | Y |  | A/I |
| viii | Ability to demonstrate flexibility and initiative | Y |  | A/I |
| ix | Strong analytical skills | Y |  | A/I |
| x | Strong organisational skills | Y |  | A/I |
| xi | Proactive, confident and assertive |  | Y | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment