**JOB TITLE:** Health & Safety Assistant

**JOB EVAL REF NO:** A13107

**SERVICE:** Commercial Services - including Operational Services, Environmental Services, Town Centre operations and the Cemetery and crematorium.

**Scale:** 5

**RESPONSIBLE TO:** Commercial Services Health & Safety Advisor

**MAIN PURPOSE OF POST:**

To assist the Commercial Services Health & Safety Advisor in ensuring that the Council is compliant with Health and Safety regulations whilst delivering various services within the section.

To provide assistance to the Commercial Services Health & Safety Advisor and others within Commercial Services with the preparation Health and Safety documents.

To provide administrative support to the Commercial Services Health & Safety Advisor.

**DUTIES AND RESPONSIBILITIES**

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

1. To provide assistance to the Commercial Services Health & Safety Advisor with all Health and Safety matters.
2. To provide administrative support in updating Health and Safety documents such as Risk Assessments and Method Statements, DSE assessments etc.
3. To assist other employees within Commercial Services with regards to all Health and Safety matters in line with current legislation and Council policy.
4. To provide assistance with maintaining and upgrading the Codes of Safe Working Practice, local arrangements and Safety Policies within Commercial Services.
5. To provide assistance with updating the Safety Policies and local arrangements within Commercial Services as required.
6. Maintain a current COSHH file and update accordingly.
7. To provide assistance with Accident Investigations and the completion of reports.
9. To assist with regular Site visits as required.
10. Attend Health and Safety meetings and other working groups as required.
11. To assist with the organising and documentation all training for Commercial Services employees as requested and required.
12. Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post.
13. The following requirements are expected of every employee;

- To participate in the Council’s Quality Initiatives
- To use the Council’s computer systems in respect of the duties of the post and to have particular regard to the Data Protection Act
- To be aware of and implement the procedures relating to Health and Safety
- To attend in service training as required
- To be aware of and implement the Council’s Equal Opportunities Policy
- Must be prepared to work flexibly within the team

**SPECIAL FEATURES OF THE POST**

You may be required to carry out those duties at your present workplace or at another Council site.

You may occasionally be required to work outside of normal office hours during the management of various contracts including assisting where required with the out of hours emergency service provision and in attending appointments/meetings in the early evenings or on Saturdays.
PERSON SPECIFICATION

JOB TITLE: Health & Safety Assistant

DEPT/SECTION: Commercial Services

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

1. Ability to work on own initiative and as a member of a Team.
2. Ability to communicate sensitively and effectively.
3. Able to organise and prioritise workloads to meet required targets/deadlines.
4. Careful attention to detail and an ability to record information accurately and legibly.
5. Ability to respect confidential nature of much of the work.
6. Clear concise presentation of written work.
7. Be computer literate and conversant with I.T. processes.

DESIRABLE

1. An understanding of current Health and Safety Legislation.
3. Knowledge of working within a Local Authority.

EXPERIENCE

DESIRABLE

1. Previous experience of working in a busy administrative/office environment
2. Use of databases, spreadsheets, word processing and other software applications.
4. Experienced in report writing and the provision of management control information.

QUALIFICATION/TRAINING

ESSENTIAL

1. GCE/GCSE in at least English and Mathematics grade A-C – or functional skills level 1 equivalent.
2. Health and Safety qualification (to be completed as part of the apprenticeship - Level 3 Safety, Health and Environment Technician).
**DESIRABLE**

1. Appropriate NVQ or equivalent.
2. Full driving licence