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| 1.
 | **POST TITLE:** | **Business Administration Apprentice (Health and Safety)** |
| 1. **2.**
 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | **Apprentice** |
|  | **LOCATION:** | Your normal place of work is County Hall. However, you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to a Senior Health and Safety Adviser.

1. **DESCRIPTION OF ROLE:**

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to develop skills within administration.

The post holder will assist with a range of administrative duties within the Health and Safety Team.

1. **DUTIES AND RESPONSIBILITIES:**

Listed below are the responsibilities that this role will learn and receive training for:

* To be given support and mentoring to act as a point of contact in relation to internal/external health and safety related queries, escalating to the relevant contact person(s) as appropriate.
* Work closely with other health and safety team members to develop understanding of health and safety processes, and to assist with providing support to the team.
* To gain knowledge of and be aware of corporate and service specific health and safety policies and procedures, including data protection.
* To maintain and accurately update health and safety central administration systems and records.
* To process incoming mail, telephone calls and incoming electronic correspondence.
* To develop skills in a range of team support activities including word processing, photocopying and document collation.
* To assist in the management of diaries, arrange appointments and meetings.
* To assist with the maintenance of supplies of stationery.
* Engage in a positive performance culture, complying with policies and procedures.
* Provide an excellent quality service to all customers.
* To develop effective communication skills.
* Participate in team meetings, staff briefings and seminars as required.
* The post holder will be expected to undertake any duties which may reasonable fall within the level of responsibility and the competence of the post as directed by the Health and Safety Team Leaders.

**9. COMMON DUTIES AND RESPONSIBILITIES**

**9.1 Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

**9.2 Appraisal**

All employees will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

**9.3 Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council.

**9.4 Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

**9.5** **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification – Business Administration Apprentice (Health and Safety)**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Either have or expect to achieve 4 GCSE’s at Grades A-C or hold an equivalent and relevant qualification.
 |  | Application formSelection ProcessPre-employment checks |
| **Experience** | * Experience of using IT systems.
 | * Experience in an office environment.
 | Application formSelection ProcessPre-employment checks |
| **Skills/Knowledge** | * Good communication skills.
* Good literacy and numeracy skills.
 | * Knowledge of local government structure and operation.
 | Application formSelection ProcessPre-employment checks |
| **Personal Qualities** | * Ability to maintain confidentiality.
* Able to display sensitivity when dealing with customers.
* Ability to form effective working relationships with colleagues.
* Able to work as a team member.
* Able to work on own initiative.
* Willingness to participate in personal development programs.
* Computer literate.
 |  | Application formSelection ProcessPre-employment checks |