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| **Job Description** | |
| **Post title** | Health and Safety Technical Assistant |
| **JE Reference No** | A5638 |
| **Grade** | Grade 5 |
| **Service** | Resources |
| **Service Area** | Occupational Health and Safety |
| **Reporting to** | The post holder will be accountable to the Senior Health and Safety Advisor. |
| **Location** | Your normal place of work will be Annand House, Meadowfield, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

A Health and Safety professional development role, to contribute to the delivery of an effective Health and Safety service by providing support to the Health and Safety Team, and/or providing Health and Safety information and advice to customers.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To act as an initial point of contact in relation to internal/external Health and Safety queries and provide advice, guidance and support to colleagues, managers and employees on Health and Safety policy and development queries, resolving at initial contact wherever possible or escalating to the relevant contact person as appropriate.
* To be responsible for the central administration of all Health and Safety related records.
* Develop and maintain positive relationships with customers, employees, managers, trade unions as required, in order to contribute to the provision of an effective Health and Safety service.
* Assist the Health and Safety function with inspection and monitoring activities, producing reports where required and follow up any actions.
* Assist the Health and Safety function in the identification and of need and preparation of risk assessments, with particular reference to display screen equipment, new & expectant mothers and individuals.
* Responsible for the preparation, production and presentation of documentation associated with all Health and Safety activities, programmes and initiatives.
* Produce and check correspondence in relation to Health and Safety activities, programmes and initiatives.
* Undertake the administration and maintenance of specialised IT database systems in support of Health and Safety these to include the corporate accident recording database and production of relevant statistics.
* Assist with the production of statistical returns. This may involve collating, sorting and recording data using spreadsheets and databases, and producing charts/graphs.
* To process mail, answer and deal with telephone and personal enquiries, correspondence and assist in the provision of an advice service on matters relating to health and safety.
* Maintain an up to date working knowledge of relevant policies, and procedures in support of the Health and Safety function.
* Ensure the provision of the full range of Health and Safety support including word processing, photocopying, and document collation as required, support the smooth running of the office as required by Health and Safety staff.
* Work closely with other Health and Safety professionals to develop understanding and experience and provide support to the team. Development of service area knowledge in order to contribute towards supporting the organisation on Health and Safety advice issues.
* Have an understanding of the Health and Safety policies and procedures and the expectations of different customers.
* Own work, including re-prioritising tasks where required, to meet sometimes challenging timescales, in order to ensure a responsive and effective Health and Safety service delivery. Maintain a work schedule to ensure workload is planned and organised to meet targets and provide responsive and effective Health and Safety service delivery.
* To manage diaries, arrange appointments and meetings, and attend meetings to produce minutes in an agreed format as required. Undertake progress chasing/tasks arising from the meeting.
* Take responsibility for the stock control and timely ordering of consumable items and equipment as appropriate, the processing of invoices and the maintenance of stock items such as stationery.
* Be actively involved in continuous improvement projects, team meetings and training as required.
* Ensure that confidentiality and data protection requirements are maintained and adhered too.
* To act as the Document Controller for all documented health and safety management systems and associated procedures.
* The development, administration and maintenance of the relevant webpage.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * NVQ 3 in Business Administration or equivalent relevant qualification. | * IT qualification e.g. ECDL/CLAIT. * NEBOSH General Certificate (or willing to work towards). * Affiliate membership of IOSH or equivalent or working towards. |
| Experience | * Experience in an office environment. | * Experience of working in a Local Government. * Experience of working within a Health and Safety office. |
| Skills & Knowledge | * Knowledge of Microsoft Office and other relevant applications that include production of tables, graphs and working with databases. | * Development of databases. * Working knowledge of Health and Safety management systems. |
| Personal Qualities | * Able to communicate with a wide range of people (face to face, telephone, written). * Able to prioritise own workload and meet deadlines. * Able to work flexibly to meet the needs of the service. * Able to work as part of a team and on own initiative. * Good organisational skills. * Good customer service skill. * Accurate and consistent. * May be required to work outside of normal office hours. * Willingness to participate in personal development programs. * Access to a car or means of mobility support (if driving than you must have a current valid driving licence and appropriate insurance). |  |