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| **Job Description** | |
| **Post title** | Health & Safety Administration Assistant |
| **JE Reference No** | A4099 |
| **Grade** | 2 |
| **Service** | Resources |
| **Service Area** | Transformation – Business Support |
| **Reporting to** | Business Support Officer |
| **Location** | Your normal place of work will be County Hall, Durham 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** |

To play an active part as a team member in providing business administration support to central Health and Safety team, supporting users of Health and Safety services.

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| **Duties and responsibilities** |

* To act as an initial point of contact for team queries, aiming to resolve these at initial contact wherever possible, using a range of media to communicate (email, Teams, phone etc).
* Providing a quality comprehensive administration support to the team, including production of agenda’s and minutes/ meeting notes.
* Prepare more complex documents from provided material, including Powerpoint presentations, using a range of software packages.
* Maintain a work schedule to ensure workload is planned and organised to meet targets and provide an efficient clerical service to staff.
* Ensure information and data is managed and maintained efficiently and effectively, using a range of paper and IT systems.
* Contribute to a whole team approach in meeting quality and performance targets.
* Be actively involved in continuous improvement projects, team meetings and training as required
* Process Incoming and outgoing mail for the team in-line with procedures.
* Mentor business administration apprentices as needed.

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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 Level 2 in Business Administration or an equivalent qualification   (eg 4 GCSEs (A-C) or (1-4) including English). | * NVQ Level 3 in Business Administration * IT based qualification e.g. ECDL/ RSA |
| Experience | * Experience of working in an office environment. * Use of MS Office applications including; Outlook, Teams and Word. | * Awareness of H&S role in the workplace * Experience of working with Health and Safety issues |
| Skills & Knowledge | * Can apply numeracy and literacy skills in the workplace * Can use full range of communication skills * Manage time effectively * Able to make decisions and be assertive when appropriate * Can make, file and retrieve records efficiently | * Knowledge of the functions of the Council’s service grouping functions |
| Personal Qualities | * Flexible attitude to work * 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. | * May be required to work outside of normal office hours. |