**JOB DESCRIPTION**

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| **POST TITLE** | Health and Safety Administrator |
| **GRADE** | 3 |
| **FUNCTION** | Service Development |
| **PERMANENT BASE** | Training & Development Centre, Sheffield |
| **RESPONSIBLE TO** | Health & Safety Manager |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

To provide efficient and effective administrative support to the health and safety section.

**MAIN RESPONSIBILITIES**

1. To act as the initial point of contact for day to day enquiries regarding health and safety. Providing advice and guidance on administrative functions related to health and safety or redirecting more complex issues to the safety advisor or manager.
2. To provide ongoing information and support to all employees to ensure accident and near miss report forms are completed and standardised. Contacting relevant personnel in the event of incomplete or inaccurate information.
3. To be responsible for active and reactive monitoring systems and other data bases. Monitoring the completion of risk reduction action plans to ensure outstanding actions are completed within a timely fashion. Ensuring a consistent and standardised approach for quality assurance purposes.
4. To be responsible for the service wide risk assessment registers. Monitoring completion, updates and reviews in line with industry best practice.
5. To be the system administrator for the driving licence verification monitoring and liaise with the system provider as required. Providing reports on an ongoing basis for the safety advisor and/or manager.
6. To be responsible for development and updating of the H&S intranet site. Ensuring current policies, procedures, guidance notes, news items and H&S forms are available for service employees.
7. To attend and organise service wide health and safety meetings. Ensuring all administrative functions are completed including agenda’s, minutes and action logs.
8. To advise all relevant stakeholders of potential claims and liaise with the Insurance and Legal Advisor regarding the acquisition of any required additional information.
9. The efficient and effective operation of all office systems (manual and computerised) within the health and safety section.
10. The use of computer equipment for input and retrieval of information and the maintenance of records and compilation of statistical returns.

1. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
2. Fully participate in the service’s personal review process appropriate to the requirements of the role.
3. Successfully complete any training and development opportunities required for the role.
4. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
5. Be responsible for the accurate and appropriate security and processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
6. Proactively identify and support continuous improvements to ways of working within own areas of responsibility, the wider team
7. Carry out other duties from time to time as required, appropriate to the grading of this post.

**ANY OTHER INFORMATION** (including special conditions of service)

Flexi time

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | | |
| NVQ Level II in administration or equivalent. | ✓ |  |
| ITQ Level 2 or European Computer Driving Licence | ✓ |  |
| A recognised qualification in health and safety management – IOSH Managing Safety |  | ✓ |
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| **Knowledge** | | |
| Knowledge of general health and safety |  | ✓ |
| Knowledge of health and safety legislation |  | ✓ |
| Understanding of the importance of providing a quality service | ✓ |  |
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| **Experience** | | |
| Experience in dealing with health and safety enquiries and the provision of advice and guidance |  | ✓ |
| Experience in accident and near reporting systems |  | ✓ |
| Analysing statistical information relating to training, inspections accidents, incidents and near misses |  | ✓ |
| Experience in dealing with external agencies such as insurance companies and solicitors |  | ✓ |
| Experienced in RIDDOR reporting. |  | ✓ |
| Proven experience in all aspects of administration work. | ✓ |  |
| Experience in providing a confidential service. | ✓ |  |
| Experience in computer inputting and retrieval of data using a database | ✓ |  |
| Experience of working in a medium to large organisation. | ✓ |  |
| Understanding of HSG65 Model for health and safety management |  | ✓ |
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| **Personal Effectiveness** | | |
| Ability to plan, prioritise and organise to deadlines. | ✓ |  |
| Ability to communicate effectively at all levels. | ✓ |  |
| Good Interpersonal Skills. | ✓ |  |
| Excellent written and verbal communication skills. | ✓ |  |
| To be confident to work, at times, with the minimum of supervision. | ✓ |  |
| To understand and comply with service policy and procedures. | ✓ |  |
| Commitment to equal opportunities and health and safety at work | ✓ |  |
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| **Other Requirements** | | |
| Driving Licence |  | ✓ |