

Health & Safety Assistant				Purpose			
Reference No.	I300.01	Type	Individual	<p>To assist in the provision of a client-centred Health & Safety advisory and support service.</p> <p>To work with Advisers, Lead Officer and Corporate Health & Safety Manager to support the effective delivery of a range of corporate health and safety activities, including health surveillance.</p>			
Service	Human Resources						
Job Family	Para-Professional	Grade	FC 5				
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>				<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>		E	D
<p>Acting as key point of contact with the Council's Occupational Health provider for Health Surveillance, engaging with Services to schedule and manage outcomes of a programme of health surveillance which maximises occupational health service resources and enables Services to support individuals and service delivery.</p> <p>Managing complex Occupational Health Surveillance outcomes, discussing cases as appropriate with OH Physician/Nurse and advising Managers on outcomes/restrictions, and managing case through to implementation and closure.</p>				<p>Educated to at least Higher level or equivalent</p> <p>Previous experience in a customer facing environment</p> <p>Experience of working in an Occupational Health environment</p> <p>Experience in a professional Health & Safety environment</p> <p>IOSH Managing Safely</p> <p>NEBOSH General Certificate</p> <p>DSE Level 1 and 2</p>		<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<p>Providing clients, both Corporate and Service-level, and Corporate Health & Safety Manager with management information on such matters as accident trends, reportable incidents/ill health to HSE; training attendance and covalent information etc. Provide interpretation for Services on Health & Safety Policies, procedures and guidance to ensure consistency of approach.</p> <p>Providing advice to clients on first line and more complex types of enquiry such as health and safety legislation, health and safety policies, accident reporting procedure, and assist with implementation of changes and proper reporting (e.g. HS2 Accident Investigations and information relating to industrial injury absence) as necessary.</p> <p>Working closely with Health & Safety colleagues embedded in Services to exchange information and ensure consistency of approach.</p>	<p>Knowledge and confidence to advise on H&S issues</p> <p>Knowledge of RIDDOR / accident reporting</p> <p>Ability to present issues clearly/concisely and to exercise influencing skills</p> <p>Well-developed communication and interpersonal skills</p> <p>Ability to operate effectively while under pressure</p> <p>Good organisational skills</p> <p>Ability to cope well in conflict situations</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p>
<p>Undertaking a range of project work, applying Health & Safety skills either individually or as part of a project team.</p> <p>Providing support to Health & Safety Manager on a range of health and safety issues such as prioritisation of occupational health, needle-stick injury emergency referrals, workplace/ workstation peripherals 'trial' scheme and health and safety contracts etc.</p> <p>Developing and setting up consultations relating to specific Health & Safety projects. Manage consultation and provide an analysis of results.</p> <p>Carrying out research and analysis to identify appropriate proposals and solutions. Report on and present proposals/reports to Health & Safety Manager.</p>	<p>Experience of data gathering and analysis.</p> <p>Excellent capabilities using IT, particularly Databases</p> <p>Ability to provide a regular and effective service</p> <p>A flexible approach and the ability to embrace change</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p>

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Developing and maintain professional expertise by keeping up to date with Health & Safety legislation and practices. Responding to Freedom of Information requests providing information requested from existing systems.			
Contributing to Corporate and Directorate health & safety at internal meetings. Contributing to internal meetings including team meetings, and Health & Safety meetings (involving other Health & Safety Service representatives and external attendees). Liaising with services, corporate groups and external bodies in relation to agreed work areas and outcomes. Mentoring new starts, providing training on systems.	Ability to participate in meetings with a wide range of people including clients, trade unions and colleagues Excellent Minute taking skills Evidence of effective teamwork	✓ ✓	✓
Assisting in the production of a range of documentation including reports, policies/ procedures/ processes and guidance, using, where necessary; word processing, spreadsheet and database packages.	Ability to produce high quality written work	✓	
Assisting in all aspects of planning, implementing and reviewing Health & Safety activities for the Council.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title of Specialist tasks

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results