

Trainee Health & Safety Compliance Officer			
Reference No:	SS2458		
Service:	Environment & Building Services		
Job Family:	Health and Safety	Grade:	FC4 – FC7 (Placement and advancement of grades will be aligned with the E&BS scheme of progression)

Purpose
To support the Health & Safety Team in the delivery, development, and implementation of health and safety policies, procedures, and compliance monitoring across Environment & Building Services. The postholder will assist with inspections, audits, training, and reporting activities, and contribute to the preparation and review of risk assessments, method statements, and safe systems of work. The role forms part of the Environment & Building Services progression framework, offering a structured pathway to develop the knowledge, skills, and experience required to achieve full competency as a Health & Safety Compliance Officer.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assist with inspections, audits, and compliance monitoring across all operational areas of Environment and Building Services, helping to identify hazards, gather evidence, and learn how compliance is monitored across services.	Educated to SCQF level 5, which includes National 5 or SVQ level 2 at Credit level or equivalent. The postholder will be required to attend further education relevant to the post.	✓	
Support risk assessment and safe systems of work development by providing information, drafting sections under guidance, and learning how these are applied in practice.	Ability to follow instructions accurately and work as part of a team.	✓	
Contribute to accident and incident reporting by collecting information, maintaining records, and supporting officers in preparing investigation notes and reports.	Problem-solving skills and ability to follow set procedures.	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assist with the development, preparation, and delivery of the Health & Safety training programme, including toolbox talks, inductions, and safety briefings, gaining experience in preparing materials and supporting the presentation of sessions.	Good communication skills with the ability to communicate effectively both written and verbally	✓	
Assist in data management and reporting by updating registers, inputting information into council systems (e.g. Assyst, PowerBI), and producing draft reports under supervision.	Experience of using common ICT packages, such as Excel, Word and Power Point	✓	
Shadow experienced officers on specialist topics such as CDM, Asbestos, COSHH, and Working at Heights to build foundational knowledge.	Knowledge of health and safety legislation Ability to work in varied environments including work at height, confined spaces, excavations, and outdoor locations.	✓	✓
Participate in team meetings and safety committees, learning how actions are tracked, policies developed, and decisions made to improve compliance and safety performance.	Ability to travel across Fife and collaborate with internal teams and external stakeholders, including regulatory authorities and partner organisations Full UK Driving Licence	✓	✓
Support the drafting of technical reports and learn how to present findings in a clear and professional format.	Basic understanding of health and safety terminology and ability to learn how to apply it in written formats.		✓
Development Pathway: The postholder will follow a structured development plan designed to build the knowledge, skills, and experience required to progress to a fully competent Health & Safety Compliance Officer. This includes completing the NEBOSH General Certificate (or equivalent) and other specialist health and safety training.	NEBOSH General Certificate (or equivalent) to be achieved by the postholder in line with the Environment & Building Services scheme of progression, with further qualifications completed as set out in the training programme.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility			E	D

Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:					
Before appointment is confirmed: You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.					
Additional Information – the following information is available:			Expected Behaviours		
- Skills Framework (if applicable) How we work matters			Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.		