Job Title Health and Safety Support Officer

Grade 6

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Health Safety & Wellbeing Service provides consultancy services which include Health and Safety, Occupational Health, Counselling & Design and Technology engineering support. The service supports a wide range of council services, maintained and academy schools as well as other external customers. The service has high standards of customer care and enables customers to implement effective workplace solutions to protect the health, safety and wellbeing of colleagues, service users, pupils and other individuals affected by their activities.

**About the Role**

Administrative support for the Health, Safety and Wellbeing Service and line management of the Admin team.

Reporting Relationships

Responsible to: Health, Safety and Wellbeing Manager

Responsible for: Admin and Clerical Support Staff

Key Accountabilities:

1. Work alongside the Health, Safety and Wellbeing Management Team to develop, implement, monitor and recommend processes and procedures to support the delivery of services and support the monitoring of achieving outcomes. Providing on the job training for staff on new processes as required.
2. To support the Health and Safety Manager to research, manage and monitor contracts, tenders and agreements for the provision of services or equipment so as to achieve best value and efficient services. Support the completion of any tenders/bidding submissions that the service completes. Ensuring the services traded information is accurate and up to date. Maintain a central list of all contracts, SLA and SDAs.
3. Supporting the service to deliver projects and new initiatives to support effective outcomes and organisational engagement.
4. Supporting Health and Safety Advisors with providing customer advice and guidance and in collation of information from customers for returns and reports.
5. Organising and maintaining the health and safety audit and evaluation programme/process including the collation of information and accurate documentation of data.
6. To monitor identified budgets held by the Health, Safety and Wellbeing Service (including traded and pass through income with Entrust). Involving the use of SAP, Spreadsheets, and other appropriate databases. Monitoring and analysing income and expenditure and rectifying anomalies to ensure their accuracy.
7. Ensuring the Health, Safety and Wellbeing Management Team are provided with budget management information. Resolving questions and queries on budget matters in the teams and working with finance officers to maintain accurate information.
8. Overseeing the day to day financial transactions within the service. This may include invoicing customers, completing pass through activities, placing orders for services/equipment, processing and scanning invoices and staff expense forms, checking stock levels and receipting and banking income. Assist in ensuring service procurement complies with corporate policy. Administer, monitor and maintain the procurement cards held within the service.
9. Provide a range of general administrative support for the service, including production of documents to high standards of accuracy, organising and managing equipment on loan/ customer requests for services, updating and monitoring of the intranet and SLN, assistance with monitoring customer feedback, minute taking, arranging meetings / events, recording sickness absence and completion of other management records.
10. Assist with arrangements for the service’s annual health and safety training programme including on-site training provision. This will include organising trainers, overseeing preparation of logistical requirements, event paperwork and any compliance requirements for accredited training.
11. Maintain confidential records and support the establishment of systems for the filing and retrieval of documents and data. Ensure adherence to the requirements under the Data Protection Act for clinical and sensitive personal information. Management of confidentiality agreements within the service and with external service providers.
12. Quality monitoring of information collated from service delivery both by the service and from external providers. Developing statistical analysis of data captured and interpretation into management information.
13. Line management and professional development of Health, Safety and Wellbeing Administration and Clerical personnel.
14. To undertake any other duties that is commensurate with the grade of the post.

Other Information

This post has no political restriction.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * NVQ level 3 in Business & Finance or Administration, or equivalent   and   * 3 years’ experience in this area of work * Possession of ECDL or equivalent | A  A |
| **employer_small** | **Knowledge and Experience**   * Working within a team, preferable in an office environment * Experience of managing/supervising staff. * Experience in using computer based information system. * An understanding and knowledge of the application of financial systems and procedures. * Knowledge of a range of IT applications including word, excel and outlook. * At least three years’ experience of operating financial systems and financial procedures. * In depth knowledge of Financial Regulations. * Able to identify, analyse and interpret information from a range of sources and develop appropriate solutions. * Knowledge of health and safety arrangements and requirements * Knowledge and experience of working in a complex customer environment and with external providers in a busy, confidential and customer focussed environment. * Working with internal/external customers to provide a quality service. * Experience in managing personal workload and the workload of others in order to establish priorities and meet deadlines. * Understanding of the principles of providing a good quality customer service. * Experience of developing and implementing process and procedure. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Demonstrate good written and oral communication skills at all levels – this post will involve liaison with other Managers, external providers, customers, colleagues within the service and wider, enforcement agencies and stakeholders. * Time management skills with an ability to work under pressure and on own initiative. * Demonstrate relevant numerical skills to complete the full range of financial transactions and budgetary controls. * Able to demonstrate a drive for customer care internal/external and satisfaction. * Able to use initiative and take responsibility.   The ability to undertake a number of areas of work to ensure flexibility within the Team | A/I  A/I  A/I  A/I  A/I |

**employer_small** \*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300