

Job Description

Job title	Health and Safety Assistant
School/Service	Corporate Services (Health, Safety and Wellbeing)
Normal Workbase	Stoke campus
Tenure	Permanent
Grade/Salary	Grade 6
FTE	Full-Time, 1.0 FTE, 37 hours per week
Date prepared	December 2020

Job Purpose

To be responsible for providing a high-quality support service, ensuring that University business is carried out safely and effectively, demonstrating compliance with statutory legislation with the ability to provide accurate advice and recommendations to all staff. Working closely with the Head of Health Safety and Wellbeing to create, facilitate and deliver training to achieve continuous improvement in Health and Safety awareness and performance, undertaking assessments and investigations where required.

To provide administrative support to the Head of Health Safety and Wellbeing, Head of Change Project Management and Head of Equality and Diversity:

- Development and maintenance of documentation e.g. business cases, project plans, risk registers, training materials, communication plans
- Monitoring of performance and impact
- Maintenance and monitoring of budgets, external contracts, and internal resource use
- Organization of stakeholder engagement
- Administrative support e.g. diary management, training and room booking

Relationships

Reporting to:	Head of Health Safety and Wellbeing
Providing administrative support to:	Head of Health Safety and Wellbeing, Head of Change Project Management and Head of Equality and Diversity (co-ordinated and agreed through the Head of Health Safety and Wellbeing)
Key working relationships:	The post holder will work with multi-disciplinary project teams made up of internal Staffordshire University employees and external consultants. The post will liaise directly with staff at all levels across the University including academics, senior managers, and the senior leadership team in the delivery of cross-University projects undertaking responsibilities commensurate with the grade of the post.

Main Activities

Primary activities:

- To review and investigate significant accidents, incidents and near misses to identify remedial actions and propose solutions to prevent reoccurrences.
- Provide hands on solution focused advice.
- To develop and provide Health and Safety training for University staff at all levels.
- To support the Head of Health Safety and Wellbeing with all aspects of the wellbeing experience and associated initiatives.
- To ensure that up to date and auditable records are held including investigation reports, risk assessments and fire evacuation plans, maximizing the use of technology where appropriate.
- To have already attained or be committed to achieve the NEBOSH National General Certificate in Occupational Health and Safety, or equivalent, in order to achieve Tech IOSH status within 12 months of commencing employment.

Administrative support activities:

- To arrange, prepare papers and provide relevant documentation in preparation for meetings, training sessions and other activities including tracking meeting actions and task allocation.
- To ensure effective and appropriate communication including support to develop and maintain the corporate web pages.
- To monitor expenditure and resource use and administer contract and billing activity appropriate to the delivery of a project(s) and activities.
- To apply a consistent methodology for the management of project information, and to ensure such data is held in a secure and reportable format.
- To take accurate contemporaneous notes and actions at strategic meetings.

General & IT

- To develop an understanding of the principles and practice of project management.

Other Duties

- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- To undertake appropriate training in relation to Health Safety and Wellbeing.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.