

Health and Safety Administrative Assistant

Job Ref: REQ210033

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To provide administrative support to University Health, Safety and Wellbeing service

Job Duties

The principal job duties are:

General

- Review, develop and update administrative processes to ensure they are fit for purpose to support the Health and Safety function
- Manage administrative support to the service. This will include routine daily administrative duties as well as developing service procedures.
- Develop and produce timely and accurate reports for the committees and offices of the University
- Ensure accurate records of accidents and incidents at the University are maintained. Accurate statistical information produced and analysed as required
- Record keeping and filing of documentation – management of the Health and Safety Service workspaces
- Stationery and general stock ordering as required
- Undertaking training as part of ongoing role development
- Act as Secretary to the Radiation Protection Sub Committee, the GM Bio Committee and Health and Wellbeing Steering Group.

IT & Phones

- Manage team IT and phone requirements in line with University IT policy
- Continually develop the SHE system to improve the functionality within the Health and Safety Service
- Manage the Health and Safety and Wellbeing social media accounts, posting regular updates in line with service strategy
- Proactively review and update the Health and Safety Service and Wellbeing websites as required
- Managing the HSE inbox and being a first point of contact for the phone line

Reporting

- Produce reports from the SHE Accident/Incident system on a weekly, monthly and ad-hoc basis.
- Development of bespoke reports, analyse data and produce statistics for committees and officers within the University
- Document preparation/proof reading for HSE Committee Meeting

Finance

- Financial procedures in line with University procurement policies.
- Raising of purchase orders, goods receipt notes and DDP approvals in Agresso
- Processing ad-hoc payments through central finance
- Purchase card management
- Reporting in Agresso
- To be the first point of contact for all queries associated with financial transactions.
- To maintain appropriate financial records and to ensure compliance with end of year accounting arrangements/deadlines.
- Drive efficiencies and cost savings within the Health and Safety Service

Travel, Meetings & Events

- Meeting arrangements for Incident Review Panels, Committees, Focus Groups and Health and Safety Service lead events
- Diary management of senior team members in the Health and Safety Service
- Booking of travel arrangements for team members

Wellbeing

- Support the delivery of wellbeing training both for champions and others
- Assist in wellbeing event organisation and delivery
- Support the wellbeing champion network
- Data analysis of needs assessments

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Health and Safety Training and Administration Adviser

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Experience of working in a busy office environment.	1,3	
	Experience of working as part of a team	1,3	
	Experience of establishing and maintaining accurate electronic records.	1,3	
	Experience of working individually and as part of a team.	1,3	
Skills and abilities	Excellent administrative and organisational skills including a good standard of numeracy	1,3	
	Able to work under pressure and keep to deadlines.	1,3	
	Able to plan, prioritise and work independently with minimal supervision.	1,3	
	Excellent interpersonal, organisational, oral and written communication skills.	1,3	
	Able to deal with a variety of people in a professional manner.	1,3	
	Able to work with accuracy and attention to detail.	1,2,3	
	Able to maintain confidentiality.	1,3	
	Excellent practical IT skills including Microsoft Office and Outlook, diary management. Ability and experience of using databases, including queries and reporting	1,2,3	
	Training	Demonstrate evidence of having undertaken further training and a willingness to undertake further training as appropriate,	1,3
	Qualifications	A level education or equivalent.	1
GCSE Grade C or equivalent in English and Mathematics.		1	
Other	Interest in Health and Safety	3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of working in a Health and Safety role	1,3

Conditions of Service

The position is full time and open ended. Salary will be on Grade 4 (£20,675 - £24,462 pro rata per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Grades 1-5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **Wednesday 3rd February 2021**.