Health, Safety and Wellbeing Administrator

Job Ref: REQ260776

The Health and Safety Service provides advice and guidance to Schools and Professional Support Service Sections as well as providing data to external bodies such as the Health and Safety Executive and the University Health and Safety Association. The department consists of a dedicated team of professionals who support the University in all aspects of Health and Safety including chemical, biological and radiological safety, fire safety and legal compliance.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

To provide specialist support for the collection, management, analysis and presentation of Health and Safety data, ensuring the timely production of meaningful performance information, compliance monitoring reports and management intelligence. The role is responsible for maintaining Health and Safety information systems, overseeing document and policy control processes, managing website content, and coordinating key administrative and HR processes that support the delivery of the University's Health and Safety objectives.

Job Duties:

Health and Safety Information Systems and Data Management

- Maintain and develop Health and Safety electronic management systems, databases and record management systems, ensuring information is accurate, current and compliant with data protection requirements.
- Produce, analyse and distribute regular and ad hoc health and safety performance reports, dashboards and statistical information to support departmental and senior management decision-making.
- Identify discrepancies, trends and areas requiring attention within health and safety data and escalate issues as appropriate.
- Support the development of reporting tools and processes to improve the quality, accessibility and presentation of management information.
- Prepare data returns, reports and documentation required for internal governance, audits, regulatory inspections and external benchmarking activities.

Policy and Document Management

- Maintain the Health and Safety Service document control process, ensuring policies, procedures, guidance documents and associated records are reviewed, updated, approved and published in accordance with University requirements.
- Coordinate consultations and document review schedules, maintaining comprehensive version control and audit trails.
- Support the preparation, formatting and publication of health and safety policies, procedures, reports and committee papers.

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Website and Communications Management

- Maintain and update Health and Safety web pages and digital resources, ensuring information is accurate, accessible and up to date.
- Coordinate communications relating to health and safety campaigns, initiatives and policy updates, including the arrangement of biannual Safety Officer forums.
- Create and distribute newsletters, briefing materials and other communications to support engagement with health and safety requirements.

Health and Safety Administration

- Provide administrative support for health and safety committees, working groups and meetings, including agenda preparation, document circulation, minute taking and action tracking.
- Respond to enquiries received by telephone, email and in person, providing information and guidance or referring matters to appropriate colleagues.

HR Administration Support

- Act as the primary HR contact for the Health and Safety team, liaising with Human Resources on behalf of the department.
- Coordinate recruitment administration including vacancy approvals, interview arrangements, onboarding documentation and associated record keeping.
- Maintain records relating to sickness absence, annual leave and contract changes, ensuring accurate information is provided to managers and HR in a timely manner.
- Support managers with routine HR administration and compliance processes.

General Administration

- Provide administrative support to the Health and Safety team and assist in the implementation of departmental projects and initiatives.
- Develop and maintain effective working relationships with colleagues across the University and external organisations as required.
- Provide cover for colleagues during periods of absence and peak workload.
- Undertake training and development appropriate to the role and maintain knowledge of relevant administrative systems and procedures.
- Ensure compliance with University policies, procedures and health and safety requirements.

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 outlined in the document.

Organisational Responsibility Organisational Responsibility

Reports to the: Health and Safety Training and Administration Adviser
Direct Reports: N/A
Budget Responsibilities: N/A

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Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of administering databases, management information systems or data management processes in a busy office environment	1,3
	Experience of producing, analysing and presenting data and statistical information	1,2,3
	Experience of maintaining controlled documentation, records or procedural information	1,3
	Experience of providing administrative support across multiple workstreams and managing competing priorities.	1,3
Skills and abilities	Strong analytical skills with the ability to interpret data, identify trends and produce accurate management reports	1,2,3
	Excellent attention to detail and ability to maintain accurate records	1,2,3
	Experience of updating and maintaining website content using content management systems	1,3
	Excellent written and verbal communication skills with the ability to communicate clearly with a wide range of stakeholders	1,3
	Ability to plan, prioritise and manage a varied workload with minimal supervision	1,3
	Ability to handle sensitive and confidential information appropriately	1,3
	Advanced practical IT skills including Microsoft Office, specifically Excel and the use of Sharepoint	1,2,3
Training	IOSH Managing Safely Certificate or a willingness to undertake and successfully complete IOSH Managing Safely within an agreed timeframe	1,3
Qualifications	GCSE English and Mathematics (Grade C/4 or above) or equivalent qualification.	1
Other	Demonstrates a commitment to equitable and inclusive working practices, respecting diversity of thought and supporting freedom of speech expression	1,3

Desirable Criteria:

Area	Criteria	Stage
Experience	Previous experience working in a health and safety, compliance, governance or audit-related environment	1,3

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	Experience of producing dashboards and performance reports	1,3
Skills and abilities	Knowledge of health and safety legislation and health and safety management systems	1,3
	Experience of website administration and digital content management	1,3
Qualifications	IOSH Working Safely, IOSH Managing Safely or other relevant health and safety qualification	1,3

Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

Our Accreditations

We 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.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

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We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.

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