



Job Profile

Provisional Job Title: Health and Safety Support Administrator	Grade: Scale 5 to SO1 Subject to Job Evaluation
Section: Health and Safety	Directorate: Finance
Responsible to: Health and Safety Manager/Senior Health and Safety Advisor	Responsible for: Nil
Post Number/s: A1711	Date 08/11/2024

Working for the Richmond/ Wandsworth Better Services Partnership

This role is employed under the Better Services Partnership between Richmond and Wandsworth Borough Councils. The overall purpose of the Better Services Partnership is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Better Services Partnership aims to be at the forefront of innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The Postholder is responsible for helping to ensure the continued compliance with health, safety and welfare statutory requirements and business best practice throughout Richmond and Wandsworth Councils, working in conjunction with and as a part of the Health and Safety Team.

Specific Duties and Responsibilities:

1. Maintaining the accident reporting system:
 - receiving and checking of all accident reports,
 - contacting the sender for additional information where incomplete,
 - prioritising passing to a member of the H&S Team for sign off, for example by ascertaining whether the accident is RIDDOR reportable,



- ensuring details are complete on the accident database and onto iTrent where necessary.
2. Controlling the inspection and audit programme:
 - maintaining the inspection spreadsheet,
 - prioritising the inspection programme,
 - scheduling all inspections carried out by the H&S Advisers and H&S Officers,
 - chasing Action Plans and passing returns to the H&S Advisers and H&S Officers.
 3. Managing corporate H&S training:
 - timetabling corporate training,
 - allocating trainer to each event,
 - booking rooms,
 - recording test results and feedback on spreadsheets and onto iTrent
 - creating and distributing certificates for attendees.
 4. Initial contact for H&S enquiries:
 - answering phone or e-mail enquiries,
 - prioritising and passing complex queries to other officers or H&S Manager.
 5. Maintaining the Traded Services service and service-related financial transactions
 - keeping the spreadsheet up to date,
 - ensuring the timetabling of all inspections,
 - raising invoices for non-maintained schools and external establishments,
 - ensuring payment is received and funds received are deposited with Integra and allocated to the correct cost centre.
 - using Info4Schools to maintain all orders and payment from maintained and non-maintained services
 - ensuring payment is received and funds received are deposited with the Cashier and allocated to the correct cost centre.
 - using Integra to ensure orders are placed correctly and charged via journals
 6. Acting as the Administration Department point of contact for the Check Before Contact Register
 - Supporting the Directorate CBCR Lead with the following
 - entering new staff or contractor users onto the CBCR,
 - entering details of offenders onto the CBCR,
 - checking the CBCR and flagging those offenders who are due for formal review.



7. Responsibilities with respect to the HQ Complex Emergency Evacuation Plan
In conjunction with Directorate Leads
 - recruitment of Fire Marshals,
 - updating Evacuation Plan drawings and flowcharts,
 - arranging training sessions for Fire Marshals and Emergency Control Officers,
 - arranging practice evacuations,
 - writing initial reports on evacuations.

8. Acting as minutes secretary and drafting agenda for:
 - the Health and Safety Joint Consultative Committee,
 - Departmental Health and Safety Liaison Officers Working Group,
 - Check Before Contact Register Working Group
 - Other urgent health meetings as required.

Additional Duties and Responsibilities for progressing to grade Scale 6

1. Delivering health and safety training both at the Town Hall and on-site and preparing individual briefings and presentations as required to enable the Council to ensure its managers and staff have the necessary competence to fulfil their health and safety responsibilities.

2. A relevant health and safety qualification, for example NEBOSH National General Certificate in Health and Safety.

Additional Duties and Responsibilities for progressing to grade SO1

1. Conducting health and safety minor audits and inspections of Council workplaces following a planned programme. Producing written reports showing qualitative and quantitative assessments and an Action Plan to be produced within 5 working days of the visit. Making timely formal follow-ups of Action Plans produced following inspection and audit visits.

2. Promoting and developing a positive health and safety culture amongst staff by providing a practical approach to health and safety management, identifying realistic cost-effective solutions to potential health and safety related problems.

3. Supporting managers in developing and maintaining robust risk assessments and providing specialist training and guidance where required. Identifying appropriate cost effective and pragmatic actions to mitigate any risks identified ensuring such assessments are proportionate to the overall level of risk.

4. Assisting establishments in the investigation of accidents, assaults or dangerous occurrences producing a written report where required.



5. A minimum of 1 years’ experience in a relevant health and safety position.

Linked Grade Progression

Progression through the grade is based on the long-term needs of the service and the wider needs of the organisation and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with HR. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

Generic Duties and Responsibilities

1. Maintaining an excellent professional working relationship with colleagues both health and safety and occupational health, Departmental Health and Safety Liaison Officers and with Trade Union Health and Safety Representatives. Developing excellent professional working relationships with all areas of the Council both at Headquarters and in the outfield (schools, sheltered housing, sports facilities, etc.)
2. Maintaining professional knowledge and skills and keeping abreast of new developments in the field of health and safety, both statutory and best practice. Participating in formal Continuing Professional Development as required.
3. Contributing to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
4. Complying with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
5. Promoting equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
6. Understanding both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
7. The Better Services Partnership will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

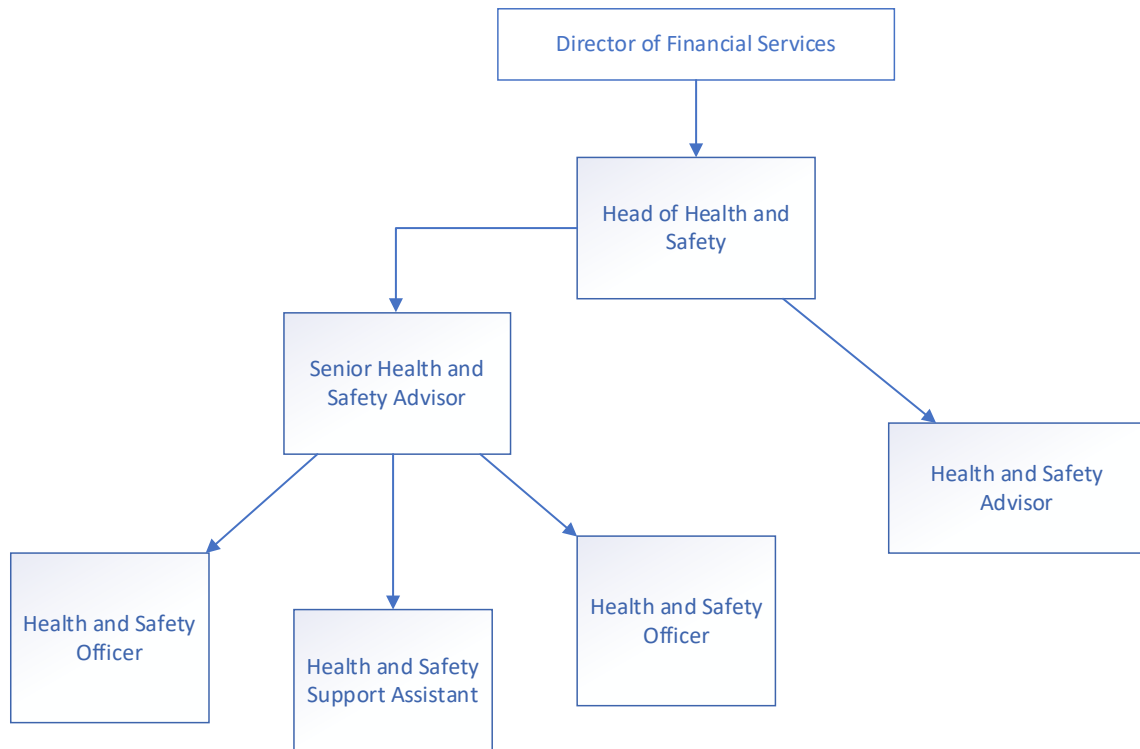
Additional Information

Responsible for issuing invoices for services rendered and for ensuring all cheques received are allocated to the Health and Safety cost centre and paid into the Cashier on receipt.



The Health and Safety Team is located in the Wandsworth Town Hall, but staff will work across both Richmond and Wandsworth Boroughs, occasional being within the Richmond Town Hall for one or more days per month, this may increase dependent on the demand of the service.

Current Team structure



08/11/2024



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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.



Person Specification Requirements		Assessed by A/I/T/C (see below for explanation)	
Knowledge	Essential	Desirable	Assessed
Knowledge of health and safety law acquired through a relevant course	Yes		A & I
Work experience in a health and safety function.		Yes	
Minimum senior secondary school level education	Yes		
Experience	Essential	Desirable	Assessed
Worked in an administrative role	Yes		A & I
Familiarity with local government structure and services preferably at county/unitary level		Yes	A & I
Familiarity with accident reporting databases or similar	Yes		A & I
Skills	Essential	Desirable	Assessed
Ability to use Microsoft Office packages to, for example, produce reports, maintain spreadsheets and produce training slides (principally Word, Excel, PowerPoint and Outlook)	Yes		A & I / C
Experience of assimilating complex information and tailoring this to Client needs when providing advice and support		Yes	A & I
Able to concentrate in a busy environment and deal with frequent interruptions	Yes		A & I
Self-motivator as well as working as part of a team	Yes		A & I
Qualifications	Essential	Desirable	Assessed
Minimum GCSEs or NVQ level education	Yes		A & C
Additional Requirements for progression to grade Scale 6:	Essential	Desirable	Assessed
One years' experience in a relevant health and safety position		Yes	A & I
Additional Requirements for progression to grade SO1:	Essential	Desirable	Assessed
Attaining qualification such as NEBOSH General Certificate in Health and Safety.		Yes	C

A – Application form / CV

I – Interview

T – Test

C - Certificate