

Department:	Policy, Economy and Corporate Services	Section:	Health and Safety
Job Title	Health and Safety Support Officer (Level 3)	Reports to:	Health and Safety Adviser
Grade:	Grade F	Job Code:	TBC

Job Purpose

To support the Health and Safety Adviser in delivering a professional, effective, and proactive service across all departments. The post holder will contribute to the implementation of health and safety policies and procedures and assist in ensuring compliance with statutory requirements, whilst continually developing their knowledge and experience of workplace health and safety policies, procedures, and good practice.

Main Accountabilities

Day to day operational duties

- Leads on the development and maintenance of health, safety and well-being related administration such as documents, registers, records, spreadsheets, etc. This will include but not be limited to:
 - Providing general administrative support including data entry, document filing, and maintaining electronic records;
 - Collating, recording and managing health and safety statistical data in relation to accidents/incidents/near misses to identify trends and areas that require attention;
 - Assisting in the production of briefing papers, reports and presentations and ensuring the Health and Safety Adviser, (and any other designated managers/officers) are well prepared for meetings;
 - Responding courteously and in an informed and timely manner to inquiries from internal and external stakeholders (including those from line management, FIG staff and the general public).

Role specific

- Provide first-line advice to staff on low-risk health and safety queries, referring complex matters appropriately.
- Assisting the Health and Safety Adviser with the development and preparation of health and safety presentations, awareness campaigns and training and assisting in the delivery of these as necessary;
- Assisting with the operational delivery of health and safety throughout FIG, such as undertaking regular reviews, following up on recommendations and providing training;

Job Title:	Health and Safety Support Officer (Level 3)
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Department:	Public Works
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Role specific continued

- With general oversight from the Health and Safety Adviser, monitoring compliance with relevant legislation and regulations, including compliance with record retention schedules;
- Conduct minor incident investigations and undertaking the follow-up of any corrective actions where required;
- Undertaking research and data gathering at the request of the Health and Safety Adviser or the department's other Officers;
- Assisting the Health and Safety Adviser with inspections, surveys and audits as required to ensure standards are met and that there is compliance with safe working practices;
- Liaising with key internal and external stakeholders and outside agencies on behalf of the Health and Safety Adviser as required.
- Attend training and development sessions to build knowledge and awareness of health and safety matters and standards.

Corporate Responsibilities:

- Act on behalf of the Health and Safety Adviser in routine matters during short-term absences to maintain continuity to ensure a consistent level of services;
- Promote the requirements of the FIG Health, Safety and Well-being Policy and applicable legislation and good practice;
- Carry out duties in accordance with FIG's policy on equality and diversity;
- Maintain confidentiality and observe all organisational policies and procedures.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

This role is a perfect opportunity for someone who is relatively early on in their Health and Safety career or someone with excellent administration skills and who is looking for their next step in Health and Safety.

You will have the opportunity to carry out hands on work from the outset of your appointment and be given increasingly more responsibilities and development opportunities with a view to eventually becoming ready to secure a role as a qualified Health and Safety Adviser in the department.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts are asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:

Health and Safety Support Officer (Level 3)

Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
NEBOSH Certificate in Occupational Safety and Health or other relevant level 3 qualification or demonstrable evidence of working in a similar role operating with the same level of expertise	✓		A
GCSE grade 9 to 4 (A – C) or equivalent, in English and Maths	✓		A
Current valid driving licence	✓		A
Demonstrable capacity to obtain other relevant professional qualifications as required for the role	✓		A/I/R
Technical membership of IOSH		✓	A
Knowledge, Skills and Experience			
Minimum of 4 years' relevant work experience	✓		A/I/R
Computer literate with a demonstrable working knowledge of Microsoft Office suite of software (Excel, Word, PowerPoint, etc)	✓		A/I/R
Experience with collating, analysing and using data effectively	✓		A/I/R
Methodical and accurate, with a good attention to detail	✓		A/I/R
Strong organisational and logistic skills	✓		A/I/R
Demonstrated ability to prioritise tasks effectively and to work on own initiative unsupervised to meet deadlines	✓		A/I/R
Ability to communicate fluently in both spoken and written English and write accurate and informative reports and briefings	✓		A/I/R
Ability to engage positively and constructively with key internal and external stakeholders	✓		A/I/R
Able to work well independently, as well as part of a small team	✓		I/R
Working knowledge of risk assessment principles and experience of undertaking health, safety, and wellbeing activities	✓		A/I/R
Understanding of UK Health and Safety legislation		✓	A/I
Experience of working in a Government/Public Service organisation		✓	A

Person Specification:

Health and Safety Support Officer (Level 3)

Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience continued			
Good presentation skills		✓	A/I/R
Project Management knowledge/experience		✓	A/I/R
Personal Attributes:			
Professional, polite, pragmatic and calm under pressure	✓		I/R
Adaptive and receptive to new ideas and different ways of working	✓		I/R
Embraces a culture of continuous improvement	✓		I/R
Logical thinker and willing to accept responsibility	✓		I/R
Be sufficiently flexible to accommodate variable workloads	✓		I/R
Curious, observant, and proactive in asking questions	✓		I/R
Shares a sense of pride in delivering corporate goals	✓		I/R
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference