

JOB DESCRIPTION

Job Title	Health and Safety Coordinator		
Directorate	SWL - Workforce		
Reporting to	Health and Safety Strategic Manager		
Grade	13		
Evaluation ref:	TR0012	Job Family ref:	

Role purpose

The post holder will ensure the smooth functioning of administrative operations while actively contributing to strategic health and safety initiatives. The role encompasses not only traditional administrative tasks but also involves proactive engagement in data management, incident reporting, and data tracking. In addition to this the post holder will provide triage support, undertaking initial reviews of reported incidents and display screen assessments, and will be able to analyse health and safety information, providing the first point of contact to Somerset Council employees, volunteers, and elected members.

By providing comprehensive support, the post will play a vital role in enhancing the efficiency of the health and safety Service and promoting a positive Health and safety culture throughout the organisation.

Responsibilities

Lead administrative processes, including correspondence management, meeting coordination, training coordination, database maintenance, financial tracking, maintaining H&S dashboards and performance KPI's, aligning with health and safety objectives.

Collect, organise, and analyse health and safety data, including incident reports and compliance metrics, to support informed decision-making and strategic planning.

Serve as a central point of contact for incident reporting, guiding stakeholders through the reporting process, and ensuring thorough collation of documentation and incidents corrective actions.

Collaborate with safety officers to coordinate and facilitate training sessions and workshops, ensuring smooth logistics and participant engagement.

Assist in developing and disseminating health and safety policies, procedures, and guidelines, ensuring alignment with regulatory standards and organisational goals.

Support compliance monitoring efforts, conducting regular digital-based audits and assessments to identify areas for improvement and ensure adherence to best practices.

Assist in financial tracking and budget management for health and safety initiatives, ensuring resources are allocated efficiently and in accordance with organisational priorities.

JOB DESCRIPTION

Foster collaborative relationships with internal stakeholders and departments, integrating health and safety initiatives into broader organisational strategies and initiatives.

Create and update CAD fire risk assessment drawings.

Conduct initial accident investigations across both local authority-maintained schools and corporately as and when they arise - technical knowledge of accident investigation is required along with use of systems including EEC and B-Safe.

Conducting Display Screen Equipment Assessments including follow-ups and recommendations identifying remedial actions to improve posture and ergonomics.

Have a good understanding of health and safety rulesets including guidance and policy documents both internally and externally. For example, knowledge of policies designed by the local authority corporately and for schools (e.g. Burgundy Pack, Guidance for Schools) as well as National Guides including Outdoor Education National Guidance.

Use and/or manipulate reporting and recording systems to provide senior officers with management information. Use standard performance reporting systems to access/monitor collective performance information, identify areas of concern and make recommendations/referrals to practitioners/senior officers.

Where required provide business support for a range of financial administrative matters e.g. invoice preparation, monitoring of payment transactions. Ensure accurate cash handling and reconciliation in line with SC Financial policies and regulations.

Training delivery, including EEC, Civica, and other H&S digital systems employed by Somerset Council. Providing occasional assistance to safety officers, delivering face to face training, such as, Evacuation Chair and Practical fire safety training

Finance Management (budget monitoring, P-Card orders, understanding and knowledge of Dynamics 365).

Compliance management - review and monitoring of annual returns and inspections recorded or outstanding on Civica.

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Development and maintenance of acquired knowledge concerning operational/service-based specialist processes and procedures to support safety officers. In addition, the role requires an understanding of operational standards and priorities, and the context in which decisions are made.

To act as the first point of contact and due to the nature of the service provided the enquiries will often be sensitive/complex/contentious. Use experience, acquired knowledge and discretion to answer, resolve queries, provide, and explain information as directed by a senior officer.

JOB DESCRIPTION

The postholder will work closely with operational members of staff and the Strategic Manager. Effective communication, excellent team working skills and abilities are required to ensure business support is focused, prioritised and equitable.

Impact

The role directly contributes to the smooth functioning of the Health and Safety Service, ensuring that administrative processes are efficient and effective. By providing essential support, the post holder will help facilitate the implementation of health and safety initiatives, ultimately promoting a safe and healthy work environment for all employees. Assisting safety officers by handling of incident reports, and management of other data will be integral to ensuring a culture, throughout the council, where Health a safety is regarded and maintained as an essential part of all operations.

Provides an administrative support service to the department.

The role will bring occasional contact with senior managers and elected members seeking advice and/or information.

Clients in the 100's to 10,000s range – this includes pupils.

The role involves prompt handling of sensitive data with statutory reporting requirements.

Knowledge / Experience / Skills

	Essential at full competence	Essential at recruitment	Desirable at recruitment
Knowledge			
A good working understanding of The Health and Safety at Work etc Act 1974.			✓
Knowledge of using Health and Safety Managements Systems employed by the Council.			✓
Knowledge of public sector health and safety requirements.			✓
In depth knowledge and application of SC current health, safety, and wellbeing policies/guidance.			✓
knowledge of Microsoft 365 Applications, such as Excel, Word, Outlook, SharePoint.	✓		
Experience			
Experience of working in an office environment and/or administration role.		✓	

JOB DESCRIPTION

Experience using Microsoft Office 365 applications in particular Word, Excel, SharePoint, Outlook, MS Forms, and PowerPoint.	✓		
Experience providing administrative support to meetings.		✓	
Experience in handling data in a variety of platforms and IT applications.	✓		
Hybrid working			✓
Experience using CAD design software		✓	
Qualifications / Registrations / Certifications			
Be educated to GCSE level including English and Maths or hold an NVQ level 2/3 in Business and Administration or Health and Safety.	✓		
NEBOSH General Certificate - or willingness to work toward within an agreed timeframe.		✓	
IOSH Managing Safety Certificate - or willingness to work toward within an agreed timeframe.		✓	
Car driver or otherwise mobile with appropriate business insurance.	✓		
Skills			
Sound interpersonal, communication, and presentation skills, able to prepare and communicate technical information and data in a way which is accessible to a range of audiences	✓		
Ability to adapt to changing or conflicting priorities	✓		
Good organisational skills	✓		
Ability to work as part of a team and independently.	✓		
Proficient in the use of Microsoft 365 applications.	✓		
Attention to detail in checking data and transactions.	✓		
Tact, diplomacy, personal sensitivity, and discretion are always needed when dealing with clients, contractors, and the public.	✓		
A willingness and ability to travel across Somerset (infrequently) to undertake associated roles and responsibilities.	✓		
Working Conditions			
The role will require extensive use of display screen equipment.			

JOB DESCRIPTION

- The role will be mentally challenging, requiring attention to detail and the ability to problem solve.
- Infrequently, some accident/incident reports may be emotionally distressing.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position. This job has no contractual working arrangements outside of a normal working pattern.

Date: 23/06/2024