

# Job Description

Job title	Health & Safety Assistant
Directorate	BUSINESS : Business Support
Division	FBI
Range	MPR 3
Reports to	Corporate H&S Manager

---

## Main purpose of the job:

Assist the Corporate H&S Manager in enabling the Council to meet the requirements of H&S law, supporting the implementation of H&S policies and procedures and ensure safe systems of work are in place.

Support the culture of H&S awareness and promotion, compliance and continuous improvement, and the maintenance of safe systems of work, and help staff at all levels to understand their responsibilities and carry them out effectively.

Assist in coordinating wellbeing initiatives, such as mental health awareness campaigns, and maintain wellbeing resource hubs and intranet content to support the delivery of the wellbeing strategy.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

## Accountabilities and outcomes:

Assist in developing policies and procedures in line with health and safety legislation, regulation and best practice, and in accordance with the requirements of the Council.

Triage and maintain the system in place for the reporting of accidents and maintain all H&S records accurately. Ensure that RIDDOR reportable incidents are reported in a timely manner. Compile incident and accident reports, including relevant data and recommend preventative measures.

Coordinate and participate in H&S meetings and audits and other related administrative tasks.

Ensure that health and safety and wellbeing communication is relevant, extends to all necessary employees and users through appropriate channels, signposting to internal and external support.

Attend and represent Corporate Health and Safety at Corporate and Directorate Health and Safety Committee meetings. Provide advice and guidance to all relevant stakeholders at all levels of the organisation.

## Medway Council Job Profile

Assist in developing new initiatives and resources to improve health and safety and wellbeing within the council and positively support and encourage employees in the implementation of these initiatives through internal communications.

Assist with the inspection of council premises, to monitor the implementation of safe working practices and continuous improvement in health and safety management.

Support managers in carrying out risk assessments, providing advice and guidance and helping them to monitor and review the findings of these assessments.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Corporate H&S Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

## Medway Council Job Profile

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A are considered essential unless stated otherwise

#### Qualifications

##### Level A

GCSE's 4-9 or equivalent level 2 qualification, including maths and English

##### Level B (in addition to level A criteria)

##### Level C (in addition to levels A and B)

Level 3 NEBOSH H&S certificate or equivalent

---

#### Knowledge

##### Level A

Knowledge of H&S legislations and regulations

Awareness of risk assessments common to the workplace

##### Level B (in addition to level A criteria)

Developed knowledge of H&S legislation, regulations and best practice

Understanding of risk assessments and able to advise and guide others

##### Level C (in addition to levels A and B)

Knowledge and understanding of the Council's H&S policies and procedures

---

#### Experience

##### Level A

Experience of working in an office environment undertaking administrative tasks effectively, for example, maintaining records, responding to queries and coordinating meetings

Some exposure to H&S responsibilities in the workplace

Familiar with fire evacuation procedures

Demonstrable experience of providing advice to others both verbally and in writing

##### Level B (in addition to level A criteria)

Experience in investigating accidents and incidents and undertaking risk assessments.

Experience of supporting with H&S audits and inspections to ensure compliance

Experience of ensuring that RIDDOR reports are correctly completed

Experience of coordinating and contributing to Corporate H&S meetings

Experience of preparing H&S related communications

## Medway Council Job Profile

### Level C (in addition to levels A and B)

Experience of conducting H&S audits and inspections to ensure compliance independently and/or with minimal supervision

Experience of delivering basic safety training

Experience of contributing to the development of H&S policies and procedures

Assisting in the development of new initiatives to improve H&S

Demonstrable experience of continuous improvement in an area of H&S

---

## Skills

### Level A

Proficient in the use of Microsoft Office packages including Teams

Able to use analytical skills to identify trends and patterns

Able to communicate effectively with a wide range of audiences through a variety of communication methods, both oral and in writing, including the training of others and updating the intranet

Ability to work within recognised procedures

Good organisational skills to maintain records and manage multiple tasks

Ability to work well with others and foster a culture of safety in the Council

Able to process invoices in a financial management system

Ability to occasionally lift, carry, or push items of light or medium weights

Ability to drive and hold a current Full UK Driving Licence with access to a vehicle for work purposes

### Level B (in addition to level A criteria)

Demonstrable ability to work within recognised procedures and respond independently to problems where there are no recognised procedures

Able to deal with some pressure, interruptions and conflicting demands

Good attention to detail and able to identify potential hazards and ensure compliance

Able to publish documents on the intranet

### Level C (in addition to levels A and B)

Able to use analytical skills to interpret complex information and situations

Able to deliver basic H&S training or briefings independently