

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Health and Safety Assistant
DIRECTORATE:	Sustainability & Public Realm
SERVICE:	Environmental Services, Sustainability & Environment
GRADE:	Scale 5
LOCATION:	Millfields Depot
RESPONSIBLE TO:	Health and Safety Manager
RESPONSIBLE FOR:	N/A

PURPOSE OF JOB:

1. To deliver a high quality, proactive, customer-focussed health and safety service.
2. To act positively and constructively, bringing energy and focus to this important area of work and willing to go the 'extra mile' to deliver good customer service.
3. To assist the Health and Safety Manager in managing the Health, Safety and Welfare of all staff under Sustainability and Environment including: street cleansing, bulk waste collection, refuse collection, recycling collection, commercial waste, markets, graffiti removal, estates grounds, hygiene services, Waste Transfer Station, internal building cleansing, winter maintenance, gullies, Local Trading Authority and Strategy.

DUTIES AND RESPONSIBILITIES:

- To develop the expertise necessary to support the H&S Manager in the delivery of health and safety programmes and projects under the direction of the H&S Manager and in accordance with the overall health and safety programme of work.
- To support the H&S Manager in the provision of advice and support to managers and employees on all health and safety matters, including legal compliance, operational best practice, accident and ill health prevention, in accordance with Council policies and procedures.
- To support the H&S Manager in the completion of investigations into accidents and incidents, reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- To assist and develop the expertise necessary to provide managers with support, advice and assistance in the preparation and implementation of health and safety risk assessments and the provision of a risk assessment quality assurance function.
- Provide an active contribution to the Service's monitoring of its health and safety performance in order to identify trends and inadequately controlled risks. Through supporting inspection processes and administration functions.

- Assist the H&S Manager in co-ordinating contractor compliance with health and safety legislation and the Council's policies prior to commencement of work, through to completion.
- Contribute and support the H&S Manager in the development and implementation of building emergency plans and procedures.

LEARNING AND DEVELOPMENT:

- Undertake a supporting role with in-house health and safety training delivery, including assisting in the preparing of briefings materials and training delivery as required.
- To be responsible for the effective use of physical resources required for learning and development events and ensures that they are appropriate to the needs of all delegates (e.g. venues, equipment, library resources and displays etc).
- Liaise with managers in organising staff attendance for training, apprenticeships and meetings
- To help develop and maintain a range of appropriate databases and systems to help manage and monitor the overall learning and development programmes.
- Create and maintain effective filing systems including the efficient management of the learning management database to manage and monitor learning and development programmes and training records

OTHER:

- Build strong and effective working relationships with external and internal customers, service providers, etc.
- Organise, plan and prioritise workload effectively.
- Assist in promoting a culture of learning and development within the service, maintaining up to date professional knowledge and expertise.
- To carry out all duties with regard to the provisions of health and safety legislation, Data protection legislation and the Council's Equal Opportunities and Customer Care Policies.

CORPORATE RESPONSIBILITIES:

- Promote a 'one organisation' approach.
- To promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups
- To promote accountability amongst staff towards sustainability, both in use of physical resources and the delivery of services
- Represent the service / team at internal and external meetings.

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Person Specification

POST TITLE: Health and Safety Assistant

Skills and Attributes:

- Capability and capacity to complete the NEBOSH Certificate or other appropriate equivalent qualification.
- To take personal responsibility for maintaining and developing professional knowledge and expertise, with a commitment to a programme of continuing professional learning and development.
- To have a personal; and professional approach which generates credibility, respect and confidence amongst your work colleagues and service users.
- Ability to research, prepare and draft concise reports and present information to different audiences.
- Able to persuade and to influence decisions.
- Excellent and polite communication skills – both written and verbal.
- Good time management skills: ability to prioritise sensibly and to manage competing demands and deadlines. The ability to develop individual capacity to plan, prioritise and organise own workload to meet team and strategic objectives and the customer's needs.
- Adaptable and flexible: embraces change and adapts successfully to changing situations and environments.
- Resilient: the ability to manage a demanding workload and to deal with a range of stakeholders with competing priorities.
- Organised: Comes in on time and delivers projects on time with attention to detail.
- Analytical: Draws conclusions that are sensible given the information available. Understands graphs and charts.
 - Ability to consider problems carefully and offer creative solutions.
 - Good IT skills: Experience of using information technology, including Microsoft Office and/or Google Suite to produce reports and management information.

Knowledge:

- An interest in Health and Safety
- An understanding of the diversity of Hackney as a borough.

- An understanding of the Sustainability and Environment department.
- Basic understanding of the role of a local Authority.

Attitudes:

- To have a professional and personal approach that inspires confidence
- Experience of building effective working relationships with team members
- Ability to demonstrate a track record of challenging discrimination and valuing diversity.
- The desire to work in a fast-paced, high-pressure environment.
- Honesty and Integrity.
- Hardworking, motivated and resilient.
- Commitment to a culture of learning, development and empowerment across the Service.
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.