

## Job Details

Job Title:	<b>CORPORATE HEALTH AND SAFETY ASSISTANT</b>
Post Number:	POST000402
Directorate:	Environmental and Community Services
Section:	Environmental Health
Post Grade:	Tier: 5 Grade: E
Responsible to:	Corporate Health and Safety Officer
Responsible for:	N/A

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## 2. Job Purpose

- Provide advice and support to the council in ensuring the safety of employees and service users.
  - Improve the performance of the Council in relation to health and safety matters under Regulation 7 of the Management of Health and Safety Regulations.
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## 3. Main Responsibilities

- To assist and support the Corporate Health and Safety Advisor in developing systems which ensure compliance with current health and safety legislation, regulations, Codes of Practice, Health and Safety Executive (HSE) guidance and current best practice systems and internal procedures and the organisation, responsibilities and arrangements by which it is effectively implemented.
- To provide advice, support and assistance in implementing effective health and safety management systems and assist in the development of specialist risk assessments to all Directorates and to audit compliance with these systems and risk assessments.
- To assist and support the Corporate Health and Safety Advisors to deliver and monitor management systems in council premises for example: asbestos, legionella, portable appliance testing, fire safety management, first aid and workplace inspections of buildings.
- To assist and support the Corporate Health and Safety Advisors in the preparation and evaluation of health and safety related contracts, for example, legionella, portable appliance testing and fire management, to ensure the council receive best value.

- To monitor adverse events to employees and non-employees with investigation and follow-up where appropriate and maintain the adverse event database.
  - To undertake testing, monitoring and sampling as required and maintain records to demonstrate these actions and to lead special projects as directed by the Corporate Health and Safety Advisor.
  - Organise, develop, prepare and deliver relevant health and safety training for all employees, briefings, forums, promotional events, campaigns, talks, Council guides, handbooks and other forms of information that seek to promote and inform employees and managers.
  - Maintain competence by personal research and development. To undertake specialist training and qualifications to attain additional competencies required to carry out the duties of the post.
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## **Decision making**

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## **Financial Responsibilities**

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## **Key Contacts / Relationships**

- Managers and staff across the council
  - External contractors and organisations
  - Health and Safety Executive (HSE)
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## **STANDARD CLAUSES**

### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies

training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

### **Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

### **Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

### **Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

### **Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:** Environmental Health Manager

**Date:** April 2013

**Version:** 1.1 – March 2026

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**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

# PERSON SPECIFICATION

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**Post Number:** POST000402

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## Experience

### Essential Criteria

- Experience of working as part of a team. A,I
- Experience providing customer service or supporting colleagues in a workplace. A,I
- Experience of applying or supporting health and safety procedures A,I
- Experience in supporting or delivering corporate health and safety compliance. A,I

### Desirable Criteria

- Experience of working in a local authority or equivalent organisation. A,I
- Experience of monitoring compliance or quality standards. A,I

## QUALIFICATIONS

### Essential Criteria

- National General Certificate in Occupational Safety and Health. A,D
- Good Standard of Education including GCSE English and Maths at grade 4 or equivalent A,D

### Desirable Criteria

- A degree (or appropriate equivalent). A,D
- Recent update training in health and safety issues. A,D

## SKILLS & KNOWLEDGE

### Essential Criteria

- Effective written and verbal communication skills. A,I,T
- Ability to work effectively with information technology and learn new systems. A,I
- Ability to undertake presentations and deliver training to groups. A,I,T

- Commitment to customer care. A,I,T
- Good organisational skills and ability to prioritise tasks. A,I,T
- Ability to collect, record and organise information accurately. A,I,T

## **OTHER REQUIREMENTS**

### **Essential Criteria**

- Commitment to personal development and maintaining competence.
- Full UK driving licence (or willingness to obtain one within an agreed timeframe).
- Occasional evening or weekend work may be required with prior notice.

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## **ASSESSMENT KEY:**

A Application | I Interview | T Test | D Documentation

**Version: 1.1**

**Date: March 2026**