



Job Description

Job title	Health and Safety Technical Support Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Corporate Health and Safety	Salary	SK7 (£26,127 per annum)
Location	Mix of home and office-based working at The Turnpike Depot	Contract	Permanent

Main Job Purpose

The primary role will be as the Technical and administrative Support to the Health and Safety Team, based at The Turnpike Operations Depot. The post holder will be required to provide technical support to the team in several differing ways as described within this Job description. South Kesteven District Council takes Health and Safety seriously and this role would be actively required to support, maintain, and improve the health and safety culture at SKDC.

This role is politically restricted.

Main Statement of Responsibilities

- Collate accident, near miss, RIDDOR numbers, trends and any other relevant information as required to support any accident investigation process
- Record and manage all Health and Safety data related to the service on the appropriate system as required
- Provide administration support to the team and carry out periodic analysis of accident statistics across the authority and produce reports, graphs and trend analysis to support improvement.
- Produce/ support completion of monthly and annual safety reports.
- Coordinate corporate training, including Fire, First aid, DSE.
- Support the maintenance of corporate policies and procedures.
- To act as taker of action notes at various meetings and to prepare for and arrange meetings as required.
- Ensure preparation of payments for sign off to include the raising of Purchase Orders, goods receipting, general financial queries, etc. with third party training providers.
- Manage / maintain the Exercise with Caution list
- Conduct internal audits of compliance matters such as fire safety, COSHH, etc.
- Research and interrogate records as required to satisfy FOI and similar requests
- Provide technical support to the wider council's service areas in matters of health and safety.
- Carry out research following instructions from line manager or head of service.
- Assist the line manager in providing advice, guidance and training to new employees and colleagues.



Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Able to work effectively in partnership with multi-disciplinary teams and drive towards a common goal
- Able to communicate effectively at all levels
- Attention to detail enabling accurate recording of data.
- Excellent IT skills, particularly Excel and SharePoint.
- Experience of dealing with Customers
- Experience of monitoring, managing and reporting on data.
- Knowledge of gathering information and evidence
- Able to understand risk and need for timely action and prioritise workload accordingly

Desirable

- Analytical and auditing skills to be able to identify, understand and report on compliance areas.
- Experience of dealing with difficult customers
- Experience of taking minutes/ notes and general administrative work

Relevant Qualifications

Essential

- Good General education. Minimum 2 GCSEs in Maths & English Grade C

Desirable

- IOSH Managing Safely or working towards.
- IT Qualification.

Communication and Interpersonal Skills

Essential

- Confident, independent and pro-active member of staff;
- Commitment to cross team working,
- Passionate in creating a safe and healthy environment for our teams, customers and contractors
- Commitment to Diversity