

Job Description

For Apprenticeship Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Apprentice Health and Safety Advisor	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Health and Safety		
Service Area:	Enabling Services		
Primary Location:	Shire Hall / Remote		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead – Health and Safety		
Responsible for:	N/A		

Role Purpose

To use knowledge and skills to promote a positive health and safety culture in the workplace ensuring that employees comply with safety legislation and that safety policies and practices are adopted and adhered to.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 3 Safety, Health and Environment Technician qualification as part of this apprenticeship.

Role Responsibilities

Responsible for working towards performing all relevant tasks, as part of a team, to deliver accurate and efficient Health, Safety and Wellbeing administration services in line with set standards, this includes:

- Receiving, sorting, and distributing incoming/outgoing mail
- Managing general customer contact (email, phone, and post)
- Undertaking (with support) a range of routine tasks to ensure the accurate and up-to-date use of our systems. These include (but not limited to) undertaking admin procedures/tasks for the corporate accident/incident recording database, the corporate training management system, external training provision, eye test vouchers and HSW databases (such as EDRM document library, auditing programme).

- Work towards providing a frontline customer response service and resolve basic queries
- Sending out routine communications, issue reminders and chase responses
- Collating, recording, storing, and retrieving data and information as required
- Understanding, following, and communicating standard processes and procedures, whilst reviewing these as part of a wider group to ensure ongoing improvement
- Assisting in monitoring, reducing and resolving errors
- Ensuring confidentiality as required.
- Carrying out other duties from time to time which are commensurate within the role.
- Maintaining regular contact with line manager, trainer and mentor.
- To be aware of the implications of relevant health and safety legislation.
- To undertake roles and responsibilities of a Trainee Health and Safety Advisor when deemed appropriate, such as undertaking DSE assessments, providing health and safety advice and support, undertaking inspections and audits, etc.
- To undertake other related duties suitable to the nature and level of this post as defined by the Health and Safety Team Lead.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:	
Ability to travel across the county and hold a full clean driving licence with an appropriate insurance cover for business use and has full access to an appropriate vehicle is essential	A, I, D
The ability to organise own workload and meet deadlines	A, I
A willingness to learn new knowledge and skills	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings as and when required	A, I
To be able to communicate, in person and/or writing, a basic range of information to a number of people and provide good customer service	A, I, T
Computer literate: experience of IT systems including Word; Excel and Outlook as well as databases	A, I, T
Ability to analyse and interpret information to solve straightforward problems	A, I, T
Attention to detail and be able to produce accurate and verified work	A, I, T

The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	A, I
Ability to handle confidential information with tact and discretion	A, I
Acceptance to undertake and complete formal training for Safety, Health and Environment Technician Apprenticeship	A, I
Acceptance to undertake and complete the NEBOSH General Certificate in Occupational Health and Safety as part of the apprenticeship	A, I

Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a customer service and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	A, I
Awareness and basic knowledge of health and safety legislation	A, I
Five or more GCSE's including English and Maths Grade 9 – 4 or A – C	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)

<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	