



Job Description

Job Title: **H&S and HR Assistant**

POSCODE: **0615**

Grade: G

Overall Purpose of Role

To monitor and respond to general queries on Health and Safety queries that arise within the Trust and refer these back to existing policies and procedures. Act as a point of co-ordination, where required, for specialist H&S knowledge that is provided to the Trust under an SLA with West Northants Council.

To provide support to the HR Business Partners, HR Advisor and Head of HR in a range of topics to support the HR Advisory team in their service delivery.

To support the delivery of key H&S and HR projects supporting the delivery of organisational business and service plans.

Support the provision of management information reporting on key Health & Safety incidents to senior leaders on a regular basis.

Main Accountabilities

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1	Provide an initial contact point for customers and handle a wide range of Health and Safety and HR issues, referred by other colleagues or customers.
2	Provide an efficient administrative service for H&S and HR, ensuring that inboxes for both functions are managed and queries are answered
3	Sort, refer and respond to standard correspondence and draft, under guidance, responses to more complex queries or refer to WNC H&S team for specialist advice
4	Act as subject matter expert/super user for the H&S reporting system (Frontline), interrogating data, manipulating and producing reports and identifying trends and issues. Providing alerts for serious RIDDOR incidents that are reported
5	Provide administrative support to H&S forums and the Employment Relations cases, taking minutes and recording actions.
6	To contribute to the monitoring of health and safety management NCT and liaise with the Head of HR, HR Business Partners and WNC EHS team
7	Plan, co-ordinate and implement personal diary and meeting schedules, to ensure that business is completed within service standards and meets business requirements

8	Ensure data protection and confidentiality standards are met in relation to all information processed within the team and manage the efficient storage of data and documents
9	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
11	Updating of Trust Health and Safety intranet pages, under guidance

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Good general education with minimum GCSE Grade 4 (C) or equivalent	English and Maths, or equivalent	Essential
General education to 'A' level or degree standard, or equivalent, in a relevant field.		Desirable
Hold or be working towards a CIPD or H&S qualification.		Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Thorough understanding of office organisation and record management systems.		Essential
Knowledge of Human Resources and/ or Health & Safety policies and procedures.		Desirable
Microsoft Excel with some ability to manipulate data and produce graphs and tables		Desirable
Skills:		

Well-developed interpersonal skills and the ability to deal with customers and colleagues at all levels	Builds effective working relationships with employees and senior managers. Ability to respond professionally and succinctly, recognising the differing requirements and abilities of the customer.	Essential
Excellent organisational skills including ability to absorb new information quickly, manage time and prioritise effectively, including management of your own workload.		Essential
Ability to interpret information and data and translate it for the customer either verbally or in writing.		Desirable
Experience:		
Strong experience of using IT software including Excel, Word & other Microsoft programmes.		Essential
Experience of providing support to peers and other team members		Essential
Experience of working in a busy office environment.		Essential
Experience of producing management information and written reports.		Desirable
Knowledge of using an H&S system (or similar business system) such as Frontline.		Desirable
Experience of working in a project team		Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
What DBS Level is required for this post?	
None	☒
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☐

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☐
Flexible	☒
Field	☐
Home	☐