

JOB DESCRIPTION

Job Title:	Health and Safety Administrative Assistant
Department / Unit:	Health and Safety
Job type	Full-Time, Permanent
Grade:	RHUL 4
Accountable to:	Director of Health, Safety, and Business Continuity
Accountable for:	Providing administrative support to the Health and Safety Office
Purpose of the Post	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety.</p> <p>The role holder will provide a wide range of administrative support to members of the Health and Safety Office and others within the College as required. The role has a broad remit covering support across a range of areas.</p>	
Key Tasks	
1. Provide input to the strategy for health and safety, including the development of the Strategic Plan and the setting of other performance standards.	
2. To work independently and proactively to provide general administrative support the Health and Safety Office as required.	
3. To schedule, organise, and minute Working Groups, Committees, Groups, and Meetings as directed. To act as the secretary for such meetings including completing and publishing minutes as required.	
4. Provide administrative support for health and safety training, including room booking, the provision of hospitality, online course administration, uploading of training records, and the publication of the annual health and safety training plan.	
5. Responsible for the co-ordination and management of college health surveillance programmes as required by statutory obligations.	
6. To monitor the Health and Safety inbox that provides a single point of contact for students, staff, and external contacts, escalating to other members of the team as required.	
7. Responsible, for the updating and ongoing maintenance of health and safety-related records and central files as required, ensuring such information is available to members of the team, and to other departments, as well as external agencies to demonstrate compliance.	
8. Collate and manage accident and incident data, including fire safety incidents, on behalf of the college and produce reports as required.	
9. To be the nominated person within the Department for managing purchasing of health and safety and general team supplies. This will include: the raising of requisitions and purchase orders on the College's finance system, ensuring the timely processing of invoices, and liaising with the Finance Department on budget queries, where appropriate.	
10. Responsible for the Health and Safety Office's purchasing card, purchases made with it and the processing of invoices.	

11. Track Health and Safety Office tasks, plans, and actions (including from audit reports) on behalf of the Director of Health, Safety and Business Continuity and provide a weekly summary as required.
12. Maintain and develop an accurate and current contacts and resources database for internal and external stakeholders for Business Continuity and Emergency Planning purposes.
13. Manage the College Silver and Gold response rota for emergency response.
14. Develop and maintain the Health and Safety Office WebPages.
Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> • Department Health and Safety Coordinators and other College staff on health and safety administrative related matters.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Health and Safety Administrative Assistant	Department: Health and Safety Office		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
GCSEs or equivalent - incl. Maths and English.	X		Application Form
Certified training in health and safety, including first aid.		X	Application Form / Interview
Skills and/or Abilities			
Good interpersonal skills including a professional approach and manner.	X		Application Form / Interview
Excellent organisational skills and a high level of attention to detail and accuracy.	X		Application Form / Interview
An ability to work under pressure, prioritise conflicting demands and meet strict deadlines.	X		Application Form / Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form / Interview
Familiarity with Microsoft Office, especially Word and Excel, to manipulate data.	X		Application Form / Interview
A proven ability to write reports and similar documents.		X	Application Form / Interview
A high degree of integrity.	X		Application Form / Interview
Experience			
Experience in an administrative assistant role or a role with similar requirements.	X		Application Form / Interview
Experience managing systems and process on behalf of stakeholders and management.		X	Application Form / Interview
Experience in the Higher Education, or other relevant sector.		X	Application Form / Interview
Experience in the use of financial systems to raise requisitions, approval purchase orders, etc.		X	Application Form / Interview
Experience managing health surveillance programs or other health and safety systems.		X	Application Form / Interview
Experience in the processing of data to create reports.	X		Application Form / Interview
Experience managing and updating webpages using a system such as Contensis.		X	Application Form / Interview
Other requirements			
Committed to continuous personal development and a willingness to complete further training as required.	X		Application Form / Interview
Willingness to work weekends, evenings, or travel to external events or rare occasions and if essential for college business.		X	Application Form