

## Job Description

### Job Title – Health and Safety Team Administrator

Job Description	
<b>College/Service</b> People/ Health and Safety	<b>Location</b> Kings Cross
<b>Contract Length</b> Permanent	<b>Hours per week / FTE</b> 14 / 0.4
<b>Accountable to</b> Director of Health and Safety	<b>Weeks per year</b> Full time
<b>Salary</b> £30,777 - £37,468 (pro rata) per annum	<b>Grade: 3</b>

Job Description
<p><b>Purpose of Role</b></p> <p>The purpose of this role is to provide high quality office administrative support to the Director of Health and Safety and the Health and Safety Team. This will involve management of the Director's diary, organising meetings, taking notes, creating spreadsheets and presentations, and filing. Additionally the role will support the organisation of health and safety training courses.</p>
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage the Director's diary organising and booking one to ones, team meetings, attendance at university governance meetings, conferences etc. and responding to meeting requests.</li> <li>• Organise health and safety team meetings and awaydays at the agreed frequency (planned and ad hoc). Take meeting notes as required, maintain action logs and obtain updates on actions.</li> <li>• Organise the Director's one to ones and half year/ full year Planning, Review and Appraisal meetings (PRAs) with their one to ones Chase completion of relevant paperwork for PRAs ahead of meetings.</li> <li>• Provide document control for the health and safety and fire safety management systems; maintaining the document control register and flagging documents that are due for review to the H&amp;S SMT.</li> </ul>

# ual:

- Maintain the H&S team filing system (on MS Teams/ Sharepoint)
- Assist the Health and Safety Coordination to prepare the agenda and paperwork for the termly University Safety, Health and Wellbeing Committees. Deputise for the Health and Safety Coordinator as required to take minutes of the meeting.
- Raise purchase orders, reconcile invoices and receipts, and maintain records of expenditure on the departmental credit card; book travel and accommodation as required.
- Support the H&S Coordinator in organising health and safety training courses, including booking rooms, confirming attendees and issuing certificates.
- Ensure new team members have the necessary IT equipment, PPE, IT accounts and building access passes. Maintain a register of equipment issued to team members including laptops and phones. Ensure equipment is received back from leavers.
- Maintain a register of annual leave for the team.
- Monitor the health and safety in-box as directed.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.

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<ul style="list-style-type: none"> <li>• To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.</li> <li>• To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.</li> <li>• To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.</li> </ul>
<b>Key Working Relationships</b> – Director of Health and Safety, Health and Safety team members, other administrators across UAL, Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.
<b>Specific Management Responsibilities</b>  <b>Budgets</b> <ul style="list-style-type: none"> <li>• 0</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• 0</li> </ul> <b>Other</b> (e.g. accommodation; equipment) <ul style="list-style-type: none"> <li>• 0</li> </ul>
<div>Signed_____ (Recruiting Manager)</div> <div>Date of last review_____ [Type in Details]</div> <div><b>HERA code: 001897</b></div>

## Person Specification

### Job Title – Health and Safety Administrator

#### Grade - 3

Person Specification	
Specialist Knowledge/ Qualifications	No specialist knowledge is required for the role. Good standard of education essential including GCSE (or equivalent) in Maths and English.
Relevant Experience	Experience in a similar role supporting busy teams, is desirable but not essential.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	Not applicable
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.