

Rykneld Homes Ltd.

Job Description

Division: Corporate Services **Service:** HSE Department

Post: HSE Department - Administration Support Officer

Post Number: RH357

Responsible To: HSE Manager

Subordinates: None

Key Accountabilities

- To support the HSE Department team with various support duties ensuring an effective and efficient service is provided.
- To support the Asbestos team with administrative duties.

Main Duties and Responsibilities

- To ensure a robust system is in place for monitoring & ordering, taking delivery & ensuring returns are sent back to the supplier. Issuing of PPE & Work Wear to Supervisors and or Managers.
- To ensure that all Work Wear that is brought back to the Office is placed in the Recycling bins.
- To ensure that Pat Testing is carried out with our preferred contractor – Office Equipment Welfare Cabins, Community Buildings, Power Tools. To keep records of all items.
- To ensure that Ladder Inspections are completed annually by our preferred contractor, keep records of all items that have passed and any items that has been declared faulty.
- Organise any relevant Supervisor / Operative training Courses.
- Review the training matrix to ensure competencies are kept up to date.
- To assist with the “Health, Safety, Environmental, & Fire Performance Data required for SMT & Board, and various other meetings.

- To provide support for the “Health, Safety Action Group, Environmental & Sustainability Action Group, Fire Meetings by the taking minutes & distributing them to all members, following through actions.
- To assist in the collation of data and statistics for reporting purposes.
- To liaise with the internal communications team to ensure HSE information on the website and intranet are kept up to date and any themes/stories are notified for inclusion in internal or external promotions.
- To undertake any research as directed to assist the HSE team.
- To assist in raising the profile of the HSE team including linking with national days or HSE themes, campaigns to promote wellbeing and safety in the workplace.
- To represent the HSE team on the staff Health & Wellbeing Group.
- To support all administrative duties for the Asbestos team.
- To support administrative duties for legal access processes for the Compliance team.

General Duties

- Attend any relevant training courses (E-Learning)
- To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work specified in Rykneld Homes’ Ltd. Safety Policy.
- To be aware of and always adhere to the Rykneld Homes’ Policies on Equalities.
- To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
- Make suggestions to improve the working situation within own area of work and Rykneld Homes as a whole.
- Adhere to Rykneld Homes Ltd. standards of behaviour and Code of Conduct.
- Such other duties commensurate with the grading of the post as may be from time to time determined.

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u>		
• Previous experience administrative role • Excellent ICT skills • Can-do attitude • Ability to work under pressure, responding flexibly to tight deadlines. • Experience of dealing with internal and external customers at all levels of the organisation both by telephone and face to face	✓ ✓ ✓ ✓ ✓	
<u>Qualifications and Training</u>		
• Educated to GCSE or equivalent standard. • Good literacy and numeracy skills	✓ ✓	
<u>Personal Qualities</u>		
• Commitment to equalities legislation and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • Commitment to Health & Safety legislation and a good understanding of its relevance to this post • A genuine interest in HSE & Asbestos Management. • Trustworthy and security conscious	✓ ✓ ✓	✓ ✓

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate,

disabled candidates should indicate on the application form if they have needs which should be considered by the shortlisting manager.