

JOB DESCRIPTION: HEALTH & SAFETY ADMINISTRATOR
REPORTS TO: HEALTH & SAFETY ADVISOR/MANAGER
ACCOUNTABLE TO: HEAD OF FACILITIES & ESTATES
BASED AT: ST ELIZABETH HOSPICE



JOB SUMMARY

Working under some supervision the post holder will have responsibility for; Coordinating support and administration for the Health and Safety department, which will include, but is not limited to; assisting with site compliance, coordination and administrating health and safety records.

KEY RESPONSIBILITIES

- To monitor and log the weekly FSN medical device alert notifications and monitor and advise the Health and Safety Advisor/Manger of any actions as required.
- To manage meeting dates and invites, prepare agenda, collate reports, attend and take minutes at the H&S group meetings.
- To manage meeting dates and invites, prepare agenda, collate reports, attend and take minutes at the IPC group meetings.
- To manage meeting dates and invites, prepare agenda, collate reports, attend and take minutes at the IPCSG group meetings.
- Administer audit documentation and any actions or outcomes following completion of H&S and IPC audits, generating reports as required.
- Administrating the DSE procedure, liaising with the DSE assessor to ensure it is implemented effectively.
- To be responsible for creating a quarterly H&S bulletin and weekly communications.
- Provide required H&S reports to the Health & Safety Advisor/Manager and to the governance groups.
- To oversee the lone worker process including the management of the lone worker devices.
- Manage new Employee H&S inductions ensuring all new employees are booked to attend an H&S induction and relevant H&S training, and that line managers are carrying out their first day inductions.
- Work with People & Culture, Education and Volunteer Services to ensure employees and volunteers are scheduled onto training and booked in for renewals.
- Work with the facilities administrator to ensure all sub-contractors have an up to date signed H&S inductions in place.
- Responsible for the administration of the Health and Safety risk assessment register, liaising with the Health and Safety Advisor/Manager when risk assessments are up for renewal.
- Ensuring Risk Assessment sign off sheets have been completed.
- Responsible for the administration of the Health and Safety policy register, ensuring the organisation has up-to-date health and safety policies and procedures in place. Liaising with the Health and Safety Advisor/Manager when risk assessments are up for renewal.
- Work with the Health & Safety Advisor/Manager to ensure all sites have up to date H&S documentation in place.

- Responsible for updating the Health and Safety notice boards throughout the hospice & Retail.
- Assist the Health & Safety Advisor/Manager in creating and implementing an annual Health and Safety plan for the Hospice
- General administration duties such as but not limited to, scanning, filing and shredding.
- To prioritise own workload according to deadlines and demands of the department, assisting others when required.
- Provide administrative support to facilities leads as required.

GENERAL

- To work within the policies of the Hospice and act within Care Standards at all times.
- To uphold the hospice and individual team values at all times.
- To ensure effective use of resources.
- To participate in the Hospice education programme and attend training courses as required.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice Philosophy of Care towards patients, relatives and visitors.
- Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS IS AN OUTLINE JOB DESCRIPTION AND MAY BE SUBJECT TO CHANGE, ACCORDING TO THE NEEDS OF THE SERVICE, IN CONSULTATION WITH THE POST HOLDER.



**HEALTH AND SAFETY ADMINISTRATOR
PERSON SPECIFICATION**

Requirement	Essential/Desirable
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • NVQ Level 2 in Administration and /or relevant office administration experience • Able to demonstrate excellent standard of literacy and numeracy • Health and Safety qualification • Member of IOSH 	<p>Essential</p> <p>Essential Desirable Desirable</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Experience of working in a busy administrative role • Producing reports and spreadsheets • Previous experience of working in a customer focussed service • Previous experience in working in a facilities or engineering environment • Previous experience of working in the healthcare industry 	<p>Essential</p> <p>Essential</p> <p>Essential Desirable</p> <p>Desirable</p>
<p>Specific Skills</p> <ul style="list-style-type: none"> • MS Office to include Word, Excel, PowerPoint and Outlook 	<p>Essential</p>
<p>Communication Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written skills • Good telephone manner • Presentation Skills 	<p>Essential</p> <p>Essential Desirable</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to use own initiative and work without close supervision • Excellent attention to detail • Highly motivated • Excellent organisation skills • Able to work as part of team • Able to deliver to deadlines • A flexible approach with an ability to multi task • Fully vaccinated against Covid 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Desirable</p>