

## JOB DESCRIPTION

<b>Job Title:</b>	H & S Unit Administrator	<b>Grade:</b>	SG5
<b>Department:</b>	H & S Unit, Vice Chancellor's Officer	<b>Date of Job Evaluation:</b>	February 2022
<b>Role reports to:</b>	University Head of Health & Safety		
<b>Direct Reports</b>	None		
<b>Other Key Contacts</b>	H&S Managers and H&S teams from all Faculties/Directorates. University-wide colleagues at all levels, external contacts.		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

**PURPOSE OF ROLE:** To provide administrative support to the University Health and Safety Unit.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Provide general administrative support to the Health and Safety Unit (HSU) as directed by the Head of Health and Safety.
- Assist with public health monitoring activities related to students and staff who are self-isolating as a result of an infectious illness (e.g COVID).
- Assist with management of the H&S Unit diary, arranging meetings and visits to make best use of advisers' time and minimise unnecessary meetings;
- Assist with monitoring and maintaining the H&S Unit email account by responding to or referring any queries.
- Assist in administering the University's central record of accidents/incidents/near misses reported to the H&S Unit.
- Assist with administering the University personal safety app (SafeZone), registering users and allocating permissions as required.
- Assist in implementing the central workplace inspection programme and maintain relevant records

#### Managing Self:

- Able to work proactively and independently to respond to enquiries from a range of stakeholders / colleagues.
- Can adapt to the demands of a highly variable, and sometimes pressured, role.
- Can work accurately to meet deadlines in a timely and effective manner.
- Able to form close, facilitative relationships with Faculty/Directorate H&S Teams.

**Core Requirements:**

The post holder must be able to work as part of a team to ensure that the wider administrative tasks within the H&S Unit are effectively and proactively managed.

- Ability to observe a high degree of discretion regarding confidential information in line with the University's policy on information security and data protection.
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

The role will require some flexibility in working arrangements, which may include working from home / on all three campuses and occasionally adjusting hours to ensure that the HSU delivers the required level of service.

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Health & Safety Unit delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Comply with University and good practice standards
- Develop and maintain excellent communication with University staff and others such as external bodies, including responding appropriately within agreed time limits to incoming telephone calls, emails, post, etc
- Timely production of reports and other documents to agreed timescales and recognised quality standards

**KEY RELATIONSHIPS (Internal & External):**

- Faculty / Directorate H&S Managers and their teams incl. DSE Assessors,
- Estates & Facilities Colleagues,
- External training providers,
- Local Public Health teams,
- University networks and other related bodies (internally & externally)

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Administrative experience in a busy office environment</li> <li>• Experience of working accurately to tight deadlines</li> <li>• Experience of maintaining records and implementing systems/procedures</li> <li>• Experience of handling confidential / sensitive information</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Confident in the use of standard Microsoft Office packages including Microsoft Teams, Word, Outlook and Excel.</li> <li>• Good organisational skills</li> <li>• Ability to work both proactively/individually and as part of a team</li> <li>• Good level of communication skills (both verbal and written)</li> <li>• Ability to communicate effectively at all levels</li> <li>• High degree of accuracy and ability to pay close attention to detail</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A good standard of general education including minimum of A-C grade in GCSE Maths and English or equivalent</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a H&amp;S team</li> <li>• Experience of managing and editing web pages.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Confident in the use of IT packages such as MS Forms, Sway and Power Apps.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>