

JOB DESCRIPTION

JOB TITLE:	Health and Safety Coordinator
MANAGED BY:	Head of Health and Safety
GRADE:	Grade 6 - 30 hours (but flexible in terms of hours for the right candidate)

BACKGROUND

The West of England Combined Authority is seeking to appoint a Health and Safety Coordinator to join the People and Assets Directorate.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Head of Health and Safety and working closely with the health and safety team, you will play an integral part in the coordination of the implementation of the Combined Authority's Corporate Health and Safety approach, policy and all related programmes.

The Health and Safety Coordinator will:

- Work with the communications team keep the health and safety pages current and updated and to promote health and safety activities and initiatives across the Combined Authority.
- Arrange and coordinate the Health and Safety Consultative Form.
- Monitoring the health and safety email inbox and providing triage for follow-up.
- Collation of DSE forms and prioritise for follow-up assessments and liaison with Support Services regarding equipment.

- Manage and collate data from various sources to enable management information reporting.
- Collate hazard reporting data.
- Liaise with other departments (e.g. HR and Facilities regarding information which may be required for statutory or internal reporting.
- Maintain the accident register and allocate sequential numbers.
- Maintain the central health and safety SharePoint site.
- Support the automation and streamlining of health and safety processes and where relevant, identify ways to improve internal systems and processes.
- Coordinate data from the health and safety team needed for review of health and safety performance.
- Fully support the 'step change' behavioural safety programme.

KEY RESPONSIBILITIES

Under the guidance of the Head of Health and Safety, the postholder will be responsible for providing Health and Safety support including the maintenance of systems and processes to the support the health and safety function, across all of the Combined Authority's Directorates and activities.

Specifically, this will include:

- Provide essential efficient functional support and coordination in the delivery of health and safety services.
- Provide day-day support to enable organisational compliance to legal, contractual, regulatory and nonregulatory standards and certifications.
- Coordinating processes and tools required for the effective delivery of the Corporate Health and Safety Strategy and associated action plans.
- Work to actively promote best practice health and safety across the organisation.
- Make use of technology to effectively streamline to processes to measure health and safety performance.
- Facilitate training and development needs in relation to Health and Safety across the organisation.
- Work with the rest of the team to determine practical and deliverable measures to improve health & safety performance.
- Any other duties commensurate with the nature of the role.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge:

- Good organisational and time management skills.
- Experience of working to periodic dead whilst maintaining accuracy and quality.
- Effective communication skill will be required for gaining data that will be needed to support health and safety performance monitoring and reporting.

- Good practical knowledge of Microsoft Software, including Excel, Word, plus SharePoint and Teams.
- An understanding of the implications associated with a regulated function.
- The ability to work collaboratively both within the health and safety team and with the wider Combined Authority directorates to deliver results.
- Ability to prioritise workload around the Combined Authority reporting cycles.
- Professional and ethical in everything that you do.

Experience:

- At least 3 years' experience as a Coordinator or Senior Administrator or similar role.
- Regular ongoing use of Microsoft office suite, including Excel spreadsheets to analyse data.
- Demonstrable experience of collating information and data to support management information and reporting.

Skills and Competencies:

- Excellent communication skills, to be able to gather information in a timely manner.
- Ability to collate Health and Safety performance data.
- Ability to identify 'opportunities for improvement' in health and safety processes and systems.

DESIRABLE

Qualifications and Knowledge:

- NEBOSH General Certificate or IOSH Working Safely or willingness to gain upon appointment.
- Chartered Member of the Chartered Institute of Building
- Knowledge of management systems, particularly ISO 45001
- Development, implementing and maintaining corporate Health and Safety management systems, and related Health and Safety programmes.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We

offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and the MCA, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

