1. Advertisement

Post Title: Health and Safety Administrator
School/department: Office of the General Counsel, Governance and Compliance
Hours: full time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 3431
Salary: starting at £25,941 to £30,046 per annum, pro rata if part time
Placed on: 19 November 2020
Closing date: 04 December 2020. Applications must be received by midnight of the closing date.
Expected Interview date: Week commencing 14 December 2020
Expected start date: TBC

This vacancy is only open to those currently employed by the University.

The Health and Safety Team support the University of Sussex in delivering a safe working environment for over 2000 staff and 19000 students on the Falmer Campus (over 200 acres) and a range of off-site locations. The Health and Safety Team’s key purpose is to promote and improve the safety culture within key areas of the University.

This is a full time opportunity for a Health and Safety Administrator to support a team of 7 who provide health and safety services to the University. Services include providing advice and guidance, conducting investigations, producing reports, providing information on the Team’s website and arranging training.

The key roles of this post is to support the function of the Health and Safety Team.

Duties of this post will include.

- Updating a range of databases including training records, document management and accident information.
- Providing reports of relevant data from the databases.
- Organising training courses including room bookings, preparing training materials and direct support to trainers.
- Organise training with external trainers for specialist courses e.g. first aid.
- Answer telephones and direct calls/take messages including the monitoring on the team email inbox.
- Manage answers to straight forward enquires to the team email inbox.
- Minuting Secretary to Committees.
- Organise meetings, take minutes, and distribute meeting papers, organise meeting diaries.
- Maintain the health and safety web site to ensure it is up to date with the latest guidance and information.
- Provide information for specialist reports such as the University Annual Report, this includes tabular and graphical information.
- Provide support to investigations under the direction of health and safety advisors.
- Provide administrative support to the team with booking training, maintaining holiday spreadsheets, ordering equipment and services using the University procurement system.
In addition to this a successful applicant will be expected to perform other tasks as called upon by the Head of Health and Safety, in support of the core departmental goal of promoting a safe working culture.

The role offers great opportunity for an innovative individual to have a lasting impact working within the team of health and Safety professionals. Of key importance will be their ability to build supportive relationships with the full spectrum of staff.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. **Schools and Divisions**

The University of Sussex’s Health and Safety Team is part of the University Office of the General Counsel & Governance Services and is committed to providing the highest standard of health & safety advice to all sectors of the University, in order to support the Universities’ core goals of research, teaching and engagement.

This is achieved by;
- Providing guidance documentation on key areas of risk
- Primary contact for external audits
- Developing training courses suited to operational needs
- Providing expert advice and support for Schools and Divisions to assist them in understanding, meeting and managing their health and safety responsibilities.

Following the transfer of the management of Health and Safety back to the University, and the absorption of some of the outsourced team that had previously been providing this service, the University of Sussex Health and Safety Team is currently being restuctured with the creation of a number of posts previously covered by a third party provider.

3. **Job Description**

**UNIVERSITY OF SUSSEX**

Job Description for the post of: University Health and Safety Administrator  
**Department:** Health and Safety  
**Division:** Office of the General Counsel, Governance and Compliance  
**Grade:** 5  
**Responsible to:** The Head of Health and Safety  
**Responsible for:** N/A  

**Job Purpose and Overview**

The Health and Safety Team support the University of Sussex in delivering a safe working environment for over 2000 staff and 19000 students on the Falmer Campus (over 200 acres) and a range of off-site locations. The Health and Safety Team’s key purpose is to promote and improve the safety culture within key areas of the University.

This is a full time opportunity for a Health and Safety Administrator to support a team of 7 who provide health and safety services to the University. Services include providing advice and guidance, conducting investigations, producing reports, providing information on the Team’s website and providing training.

The role offers great opportunity for an innovative individual to have a lasting impact working in supportive team of Health and Safety Professionals. Of key importance will be their ability to build supportive relationships with the full spectrum of staff and students.

**Main Responsibilities and Accountabilities**

1. Updating a range of databases including training records, document management and accident information.
2. Providing reports of relevant data from the databases.
3. Organising training courses including room bookings, preparing training materials and direct support to trainers.
4. Organise training with external trainers for specialist courses e.g. first aid.
5. Answer telephones and direct calls/take messages including the monitoring on the team email inbox.
6. Manage answers to straight forward enquires to the team email inbox.
7. Minuting Secretary to Committees.
8. 
9. Organise meetings, take minutes, and distribute meeting papers, organise meeting diaries.
10. Maintain the health and safety web site to ensure it is up to date with the latest guidance and information.
11. Provide information for specialist reports such as the University Annual Report, this includes tabular and graphical information.
12. Provide support to investigations under the direction of health and safety advisors.
13. Provide administrative support to the team with booking training, maintaining holiday spreadsheets, ordering equipment and services using the University procurement system.

In addition to this a successful applicant will be expected to perform other tasks as called upon by the Head of Health and Safety, in support of the core departmental goal of promoting a safe working culture.

4. **Person Specification**

*Candidates should note that a DBS check will be required prior to confirmation in post*

<table>
<thead>
<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully developed secretarial skills (word processing) with an emphasis on accuracy and excellent presentation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Excellent organisational skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Excellent written, telephone and interpersonal skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Be able to prioritise work and meet deadlines in a busy environment</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Highly developed planning and organisational skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Able to accurately input in data into databases</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Qualifications**

| GCSE or equivalent Maths and English A* - C | X |

**Knowledge and Experience**

| Have experience of secretarial support and administration of committee work         | X |
| Have experience of successfully developing, implementing and managing procedures and systems | X |
| Have experience of managing complex diaries                                         | X |
| Have experience of undertaking complex arrangements for meetings and committees | X |
| Demonstrable experience of working with databases, spreadsheets and web updating with an emphasis on accuracy | X |
| Have a proven ability to prepare documents to a consistently high quality and specification | X |

**Personal Qualities**

| Demonstrate strong interpersonal skills and be an effective team worker | X |
| Be self-motivated and proactive | X |
| Demonstrate a methodical and consistent approach to procedures and systems | X |
| Have an ability to maintain confidentiality and keep information/data secure | X |
| Have a proven ability to provide a high standards of service at pace | X |
| Be comfortable with routine aspects of administration | X |
| Proven ability to work using own initiative and solve problems | X |
| Be diplomatic and tactful | X |
| Demonstrate a flexible approach to workload prioritisation and team work | X |