

Designation:	Safety Health and Environmental Trainee
Grade:	Stroud 3 rising to Stroud 5 on completion of training plan
Hours:	37 hours per week
Location:	Ebley Mill, Stroud
Job Purpose:	To work within and support the Health Safety and Environmental team
Responsible to:	Health and Safety Services Manager
Responsible for:	No supervisory responsibility

KEY DUTIES

The key responsibilities include (with assistance whilst in training):

Trainee SHE Officer

- To work towards achieving the competencies and qualifications required to undertake the role of a Safety Health and Environmental Officer.
- To carry out the duties of a Safety Health and Environmental Officer. described below, subject to the limitations of their authorisation and competence.
- Work alongside the SHE Officer when answering technical queries and conducting dynamic risk assessments
- To contribute to key areas of H&S management such as audit, inspection, accident investigation and training delivery with the support of the team during training period.

SHE Officer

- To maintain and update the health and safety management system
- Creating, updating and maintaining Risk and COSHH assessments
- Auditing of Worksites and Systems
- To Lead in Tenant Services contribution to Stroud District Council's 14001 standard accreditation.
- Handling the administrative functions of the department
- Health and safety training delivery with content creation
- To champion CDM compliance for the service
- Create Safety themed campaigns and employee safety talks
- Conduct Accident / Incident investigations in conjunction with managers
- To be responsible for the Safety and Environmental policy and procedure writing for the specialised functions of Tenant Services and Property Care.
- Engaging with key stakeholders to communicate the business vision and values, communicating positive health & safety performance effectively to both internal and external stakeholders

SKILLS AND KNOWLEDGE

Trainee SHE Officer

- Working towards Associate IOSH category
- Willingness and ability to engage in Health and Safety Training Programmes such as NEBOSH or equivalent
- Engage and complete the core competencies within the training plan
- Have good written and verbal communication skills
- Have good people skills
- Have good time management and organisational skills
- Able to demonstrate knowledge of and an interest in health and safety management and be confident when dealing with difficult situations.
- Able to adapt and react quickly to changing situations in the workplace
- Have experience of presenting complex data to non-technical audiences

SHE Officer

- Qualified to TechIOSH category
- NEBOSH General Certificate / NEBOSH Diploma
- Completed all levels of the training plan
- Experience with the ISO 45001 / ISO 14001 standards
- Knowledge of CDM regulations
- Understanding the requirements of 6 pack regulations and:
 - CDM (Construction Design Managements)
 - Asbestos
 - Legionella
 - Radon
 - Fire Safety

COMPLEXITY AND CREATIVITY

Work requires the exercise of creativity within the general framework of the council's constitution. Ability to apply policies and procedures and make informed suggestions for the improvement of systems, policies and procedures.

JUDGEMENT AND DECISIONS

- Decision on risk management and public safety in conjunction with the line manager
- Work is carried out within programmes and objectives where there is a wide range of choices and where policy, procedures and working standards provide only general guidelines. As this is a trainee role the post holder will not be expected to make these decisions alone but under guidance from the line manager or qualified team member.

CONTACTS

- Members of the Council
- Tenants
- Members and staff of other local authorities'/partner agencies
- Suppliers, contractors and members of the public, tenants and leaseholders

RESOURCES

Responsible for the proper use of hand tools, small items of equipment and low cost materials.

TRAVEL DESIGNATION

HMRC Mileage rates will apply.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Health, Safety and Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

