

Job Title	Health & Safety Administrator	Location	Oldham - Bower House	Job Family	Grade
Reports to	Health & Safety Manager	Designation	Hybrid	Asset Management	B1
Overall Purpose: Provide a comprehensive administrative support service to the Guinness Health & Safety team, and Health & Safety system support to the wider business.					
Responsibilities & Outcomes		Skills / Experience		General Role Expectations	
Key Responsibilities: - Support the Health & Safety team by providing an efficient and prompt administrative service to support internal processes to ensure the smooth running of programmes of work. - Act as whole system administrator for all Guinness Health & Safety internal and external management systems; implementing and maintaining system changes to support service delivery and users across Guinness. - Provide active guidance to the wider business in the use and functionality of the Health & Safety systems and act as a helpdesk to troubleshoot problems, liaising with internal and external software providers where appropriate. - Maintain and monitor system records to ensure data quality, compliance with GDPR and accurate retrieval of electronic data to support Guinness and external regulatory requirements. - Provide accurate, succinct, and timely reporting through system data manipulation for internal customers including senior management and relevant Committees. - Monitor, collate, and cleanse Health & Safety data ensuring it is accurate and adequately meets the reporting requirements for internal customers, senior management and relevant Committees. - Act as contact for general/routine communications, escalating to H&S officers/managers where appropriate. Key Outcomes: - Effective administration for the Guinness Health & Safety team and internal processes, with on-going reviews to improve internal processes and service delivery. - The Health & Safety management system is effectively maintained and compliant with key processes and GDPR regulations. - Timely and accurate production of documentation and data reports, with ongoing reviews of the quality of documents produced and issued. - Accurate and relevant information is maintained on the Health & Safety management system files, in an orderly and consistent and easily accessible format and structure. - Effective relationships with key contacts are maintained.		Essential: - Highly organised with the ability to prioritise between conflicting demands and to meet deadlines of the team and business. - Excellent attention to detail. - Good written / oral communications and interpersonal skills. - Computer literate with good working knowledge of Microsoft packages with a strong emphasis on Excel. - Previous administrative experience of a data management system. - Understanding and application of UK General Data Protection Regulations (GDPR) and best practice. - Demonstrates the Guinness Behaviours. Desirable: - Understanding and interest of social housing issues and services offered by Registered Providers and other relevant bodies. - Working knowledge of IT systems used in social housing - Asset management and Housing systems and other relevant bodies. - Basic knowledge of Health and Safety legislation and regulation and how this is applied in the Housing Sector.		These are the requirements for roles at Grade B. There may be certain headings against which the requirements of individual roles are higher or lower. Your manager will advise if applicable. Accountability: - Assigned and accountable for <i>specific</i> areas of responsibility /deliverables. - Performs a <i>range of tasks</i> which vary in complexity within scope of their function. - Makes <i>decisions</i> within parameters set by manager, using job/specialist experience. People Skills: - Has <i>regular</i> communication with internal/external contacts and builds relationships required to deliver priorities. - Works collaboratively with colleagues to deliver accountabilities. - May <i>prioritise</i> and <i>oversee</i> activities of others to meet required deadlines and standards. <i>Coaches</i> inexperienced team members. - Provides <i>first level</i> advice and support for others. - May <i>manage or support</i> consistency of the employment experience in own area. Impact & Influence: <i>Decides</i> within a range of solutions/practices which are the most applicable. - Actions have predominantly <i>local or internal</i> impact on one or a small number of individuals. - Required to <i>share</i> knowledge and <i>experience</i> with others. <i>Adapts own behaviour</i> to influence colleagues/peers. Thinking Challenge: <i>Assists</i> in the identification, assessment and <i>resolution</i> of a range of issues/problems. - Required to assess and resolve <i>standard/ non-standard</i> issues/problems, largely <i>on own initiative</i>. <i>Implements</i> procedures to ensure continuous improvement. Customer Service: <i>Respects</i> and <i>values</i> customers, both internal and external, and demonstrates our commitment to high quality customer service in all that is done.	
		Qualifications			
		Desirable: - NEBOSH General Certificate in Occupational Health & Safety or equivalent. - NVQ Business Administration or equivalent.			
		Other			
		Driving Licence Required	No		
		Mobile working required	Some		
		Evening and weekend working required	Occasional		
		Travel across Guinness	Some		

You are also required to undertake any other duties within your capabilities as may be reasonably required.