**Job Profile Information: Health and Safety Technical Administrator**

**This supplementary information for Health and Safety Technical Administrator is for guidance and must be used in conjunction with the Job Capsule for Job Level 2, Zone 1 Camden Way Category**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To manage the casework of the Director of Residents Safety including; Technical Administration for the Director of Resident Safety, Manage and prioritise H&S communications, and Facilitate events.

**Example outcomes or objectives that this role will deliver:**

* Provide H&S technical and administrative support to the Director of Resident Safety and Division SMT.
* Develop and manage resident safety SMT issues data base and actions log.
* Manage H&S communications prioritising responses applying a risk based approach.
* Proactively provide responses to your level of competency.
* Coordinate and facilitate administration of health and safety training events. This involves working with internal and external participants and partners.
* Undertake general risk assessments as required and monitor the signoff actions.
* Liaise with residents whilst researching an investigation H&S related issues
* Take minutes of meetings, produce agenda’s and link with resident safety issues data base and actions log.

**People Management Responsibilities:**

None

**Work Environment:**

Location 5 Pancras Square with some occasional travel around the Borough.

A demanding role with opportunities to develop your safety skills.

**Technical Knowledge and Experience:**

Ideally five years’ work experience within the safety field

**Qualifications =**

Must have NEBOSH National General Certificate or equivalent.

**Competencies =**

* Ideally an understanding of safety management systems.
* A strong communicator, ultra-organised, confident with an eye for detail.
* Good standard of written and spoken English.
* Good standard of IT skills using Word, PowerPoint, Excel etc.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>