

 <p>Copeland borough council</p> <p><i>Proud of our past. Energised for our future.</i></p> <p>JOB PROFILE</p>	Job Title	HR/Health and Safety Apprentice
	Job Family	Apprentice
	Salary Grade	Voluntary Living Wage
	Directorate	Commercial & Corporate Resources
	Department	Human Resources
	Ref No	
	Date	11 th August 2016

1. MAIN PURPOSE

To provide HR and Health and Safety Services that support the delivery of a comprehensive and cost effective service for all operational services.

2. POSITION IN ORGANISATION

Responsible to: HR Adviser and Health and Safety Adviser

Employees responsible for: None

Context: See Organisational Structure Chart

3. EMPLOYMENT BASE Whitehaven, Cumbria

4. BUDGET/FINANCIAL RESPONSIBILITIES None.

5. SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

1. Assist in the completion of Risk Assessments and other required Assessments (e.g. COSHH, DSE), as directed by the Health and Safety Adviser
2. Assist in accident and dangerous occurrence investigations
3. Answer queries from employees on Health and Safety issues.
4. Input data into relevant H&S systems to collate information and compile reports.
5. To undertake any other duties, appropriate to the grade of the role, as requested by the Corporate Health and Safety Adviser or HR Adviser.

6. To actively contribute in the identification and introduction of new systems and techniques to improve the way that the Council works and to generate efficiencies.
7. Contribute to the effective HR Advisory Service for the Council.
8. Working closely with the HR Advisory Team input information into computerised systems to make sure that all employee information is accurate and up to date.
9. To be involved, as appropriate, in the event of emergency situations occurring within the Borough.

6. CONTACTS

Internal: Managers, Employees,

External:

7. SPECIAL FEATURES.

8. PERSON SPECIFICATION

Criteria	Essential**	Desirable
Education and Qualifications	Good general education. Willingness to complete a NEBOSH Certificate (or equivalent) in Occupational Health and Safety and Environmental Management	
Knowledge and experience	No experience required. Suitable for a school leaver.	
Job related skills	Microsoft Application Skills such as Word, Excel etc. Self motivated.	

** the requirements stated as essential should form the basis for the Shortlisting exercise

9. PERSONAL COMPETENCIES

<p>Organisational Change and Forward Thinking - understanding and preparing for the business challenges ahead and responding to change</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Understands how their own role fits with the aims and objectives of the Council • Understands the current business challenges and change requirements • Responds and contributes positively to change • Identifies opportunities and suggests improvements for discussion
<p>Managing Self and others - managing your own performance and that of others</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Accepts personal responsibility to achieve own work objectives, keeping direct line manager aware of progress and any changes needed • Contributes positively to the performance management process • Acts in accordance with the Council's Human Resources policies and procedures • Gives guidance and advice to employees new to the role
<p>Service Delivery - delivering highly effective services</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Understands and recognises the service delivery standard required • Has the desire, ability and training to deliver 'right first time' • Builds and maintains positive relationships with internal and external customers and partners • Suggests improved methods of delivery
<p>Managing Finance and other resources - using the resources and finance of the Council</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Uses resources available to achieve objectives • Adheres to/applies/gives advice and guidance on the Council's resource policies and procedures as appropriate to job role • Uses technology/machinery/vehicles and/or manages information as appropriate to job role

<p>Customers - working with internal and external customers</p>	<p>LEVEL: 1</p> <p>Knows who the customer is</p> <ul style="list-style-type: none"> • Handles customers with patience and care • Focuses on meeting and delivering customer expectations • Responds positively and calmly to customer complaints, considering the potential impact of their actions on the Council's image
<p>Communication - communicating internally and externally at all levels using a variety of approaches</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Communicates clearly, giving information in a way that ensures full understanding using the most appropriate communication method • Actively listens, using questioning to seek clarification of facts • Contributes objectively to team discussions • Observes confidentiality at all times
<p>Team Working - working effectively with individuals and teams</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Supports and helps other team members as necessary • Is tactful and patient with team colleagues, respecting ideas and contributions different to their own and in accordance with the Council's equality and diversity policy • Works with others to achieve shared goals • Builds and maintains effective working relationships with other team members
<p>Personal skills - demonstrating personal effectiveness, professionalism and personal integrity</p>	<p>LEVEL: 1</p> <ul style="list-style-type: none"> • Takes pride in the job they do, paying attention to self-development, understanding and accepting his/her role in accordance with the Council's Health & Safety policy • Is fully aware of how their own personal conduct and performance impacts on the image of the Council • Demonstrates respect and understanding of the roles of other • Council employees working with them to achieve shared goals • Behaves honestly, with integrity and ethically and will challenge unacceptable behaviour