

HUMBERSIDE FIRE AND RESCUE SERVICE
HEALTH, SAFETY & ENVIROMENT ADMINISTRATOR
EMPLOYEE SPECIFICATION
Post Ref: TBC

Temporary Established Part-Time Full-Time Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> • Well developed administrative skills in a range of office related functions; • Experience of providing guidance and support to managers and employees; • Maintaining confidential and sensitive records. • Experience of planning and organising work to ensure continuity of service • Experience of collating data for reports from computerised systems 	<ul style="list-style-type: none"> • Experience of working within a Public Service Health and Safety environment; • Experience of working with operational crews and giving advice on systems • Undertaking and advising managers on Health and Safety activities. 	Application Form Interview References
Education / Training / Qualifications	<ul style="list-style-type: none"> • Evidence of relevant and continuing professional development/training. 	<ul style="list-style-type: none"> • Managing Safely Qualification or equivalent. 	Application Form Interview References Certificates
Special Knowledge	<ul style="list-style-type: none"> • Excellent IT skills including MS Word and Excel; conversant with MS 365 applications • Experience of inputting, amending and extracting data from a computerised management information system; 	<ul style="list-style-type: none"> • Understanding of scope and implications of health, safety and environment legislation. • Research and review of information to change policies and procedures; • Experience in the use of FireWatch and Sphera Cloud • Knowledge of Policies, procedures, conditions of service, operational duty system 	Application Form Interview References
Skills	<ul style="list-style-type: none"> • High level of communication and interpersonal skills, both verbal and written; • Sensitivity to others, discretion, tact and diplomacy; 		Application Form Interview

	<ul style="list-style-type: none">• Ability to plan and prioritise effectively;• Proficient in departmental diary management and scheduling• Ability to analyse information, monitor trends and write basic reports.		References
Working Arrangements	<ul style="list-style-type: none">• Flexible to meet the needs of the Team.• Able to provide cover between 08:00 to 17:00 Monday to Friday		Interview