

HUMBERSIDE FIRE AND RESCUE SERVICE
 JOB DESCRIPTION
 (Support Services Post)

POST TITLE Health and Safety Administrator Business Administration	POST NO. H33S0520
SECTION/DIVISION/LOCATION Corporate Services	POST GRADE
OVERALL PURPOSE OF THE JOB To support the Health, Safety and Environment (HSE) and Organisational Learning Teams in delivering an effective and comprehensive service to managers and staff across Humberside Fire and Rescue Service (HFRS) and Humberside Police. The post holder will be a key member of the team, corordinating the administrative and compliance requirements, and ensuring organisational adherence to health, safety and environmental legislation, internal policies and organisational improvements.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <ol style="list-style-type: none"> 1. Carry out a wide range of administrative duties, including correspondence management, data processing, scanning, filing, and document formatting. 2. Prioritise and manage incoming communications, ensuring timely responses to emails, letters, and internal queries. 3. Manage the HS&E email inbox, providing initial responses or escalating issues appropriately. 4. Manage the Police email inbox, providing initial responses or escalating issues appropriately. 5. Provide administrative support to health, safety and environmental meetings, training sessions, interviews, and audits. 6. Organise room bookings for training, audits and meetings. 7. Manage APTOS ordering and receipting for the HSE and OA teams. 8. Attend witness interviews, produce transcripts, and support legal and audit preparatory work. 9. Extract, analyse and present HSE data (accidents, incidents, near-misses, and risk management trends) for the Fire Authority and Police Safety Boards. 10. Build and maintain dashboards in Power BI to support decision-making. 11. Prepare and verify data entries for inclusion in the HSE database. 12. Collate information, compile section reports and liaise with senior Fire and Police stakeholders. 13. Generate weekly and monthly risk performance reports, including custom tables. 14. Collate and present accident and near-miss data for quarterly reports. 15. Track induction completion for new starters and promoted employees, ensuring mandatory training and assessments are met. 	

16. Support the delivery and organisation of Health, Safety and Environmental training courses, inductions, IOSH programmes and meetings.
17. Co-ordinate IOSH course registration, instructor scheduling, material ordering, and learner progress tracking.
18. Monitor training, competence and attendance data in PDRPro and FireWatch to ensure personnel information supports HSE processes.
19. Assist with the development of the Health, Safety and Environmental training programme.
20. Co-ordinate and monitor monthly HSEP inspections across sites; track compliance, identify trends, and prepare monthly update reports.
21. Support site-level compliance with weekly/monthly premises safety checks, ensuring HSE_25 documentation accuracy and tracking audit follow-ups.
22. Manage vehicle bookings and maintenance scheduling for the HSE/OA team.
23. Organise maintenance and calibration of HSE equipment, including PAT testers, sound meters, and face fit kits.
24. Maintain accurate records for First Aid kit and defibrillator inspections.
25. Liaise with station staff to ensure fire evacuation drills are recorded and compliant.
26. Track contractor inductions, ensuring completion of HSE_35 forms, and asbestos report access.
27. Support COSHH management by distributing awareness materials and co-ordinating assessments.
28. Co-ordinate environmental audit actions, (e.g. waste, chemical storage, vehicle washing, oil spill control).
29. Liaise with Joint Estates Services (JES) to obtain statutory maintenance report requests (e.g. Legionella, Asbestos, Fire systems), and ensure annual review confirmations.
30. Support water purity testing coordination for off-site water training, including booking tests and logging certificates against off site risk assessments (OSRAs).
31. Manage the Health and Safety Policy log, supporting policy owners and ensuring policies remain current.
32. Support updates to HS&E legislation and internal procedures, providing guidance to teams on emerging best practice (escalating complex queries).
33. Administer the SpheraCloud health and safety reporting system, including user support, access management, and liaising with system developers.
34. Track current and overdue risk assessments in SpheraCloud, and liaise with managers to ensure updates.

Organisational Learning

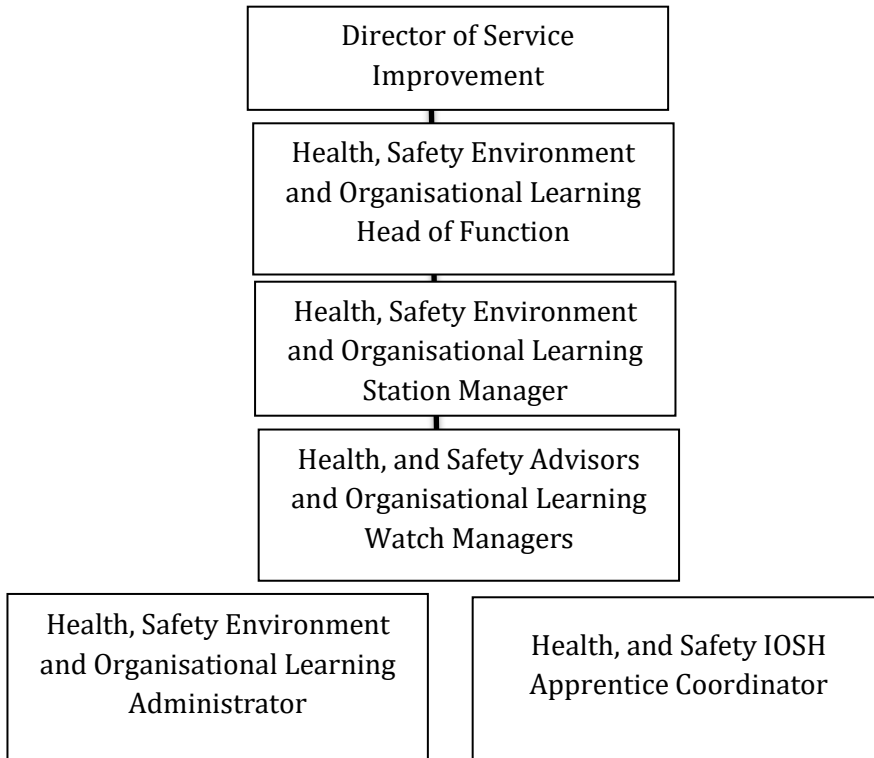
1. Support the implementation of the Service's Organisational Learning policies, procedures and frameworks.
2. Assist with general administrative duties to ensure the smooth operation of all Organisational Learning processes.

3. Collate records and maintain data from a variety of internal and external sources (e.g., Judiciary reports, NOG, NOL, JOL).
4. Maintain accurate and up-to-date Organisational Learning records in coordination with Watch Managers and Station Managers.
5. Supports the monitoring and progression of lessons learned actions, including sending reminders and tracking status.
6. Provide regular updates to management on learning and improvement actions and activities and ongoing Organisational Development work.
7. Co-ordinates and supports Tactical and Strategic debriefs, including scheduling, minute-taking and distribution of supporting documentation.
8. Assists in publishing and maintaining updates on PDRPro.
9. Maintain and update the Organisational Learning SharePoint page, ensuring content remains current.
10. Contributes to the development and delivery of improvement initiatives arising from operational debrief outcomes.
11. Provides administrative support for Organisational Learning meetings, change forums, and related improvement tracking processes.
12. Monitors the Organisational Learning assurance management system (AMS), ensuring records are accurate and updated in a timely manner.
13. Compile and prepare draft reports based on Organisational Learning data, feedback and learning trends for management review.

NOTES:

1. The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are proportionate with its level of responsibility.
2. The postholder is required to comply with relevant legislation, policies, and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the postholder.

POTION IN THE ORGANISATION



JOB REQUIREMENTS:

Knowledge & Skills

The Health and Safety Administrator will adopt a proactive customer-facing approach to the role and demonstrate the following personal qualities:

- Strong communication and interpersonal skills.
- Proficiency in Microsoft 365 tools, including Excel, Power Automate, Forms, and use of IT system applications.
- Experience in data interpretation, statistical analysis and compliance reporting.
- Excellent organisational skills and attention to detail.
- High level of discretion, confidentiality, and decision-making ability.
- Commitment
- Enthusiasm for innovation and continuous improvement
- Confidence to influence and challenge appropriately
- Diplomacy
- Openness whilst maintaining confidentiality
- Keen attention to detail and commitment to achieving high standards
- Highly motivated
- Resilient and tenacious
- Ability and willingness to travel within the Humberside Fire & Rescue Service area
- Ability and willingness to work out of hours when necessary to meet the requirements of the Service in line with the Flexible Working Policy.
- Basic understanding of health, safety, and environmental legislation and best practices.

Creativity and Innovation

- Uses IT packages and equipment to update, manipulate, extract and provide accurate information in a logical and clear format.
- Analyses HSE and OL data/database-related opportunities to develop and use knowledge and experience to recommend appropriate solutions.
- Produces data to support review and research projects.
- Interpretation and application of policies, procedures and conditions of service to achieve effective outcomes.
- Analyses OL debrief submissions to assist in producing fair and objective reports.

Decision Making

- Determines appropriate advice in response to queries from managers and staff using general guidelines on HSE and OL policies, procedures, conditions of service and best practice.
- Makes sound recommendations by objectively interpreting the validity of OL submissions.
- Uses discretion when referring matters to more senior HSE or OL staff.
- Works within generally defined guidelines but will be required to use judgment and discretion in dealing with non-routine matters for which there may not be a readily available precedent or point of reference.
- Check management decisions for accuracy against policy and guidance prior to submitting for processing.

DECISION MAKING AND JUDGEMENT

- Uses discretion in determining advice or escalation routes.
- Exercises sound judgement in report preparation and prioritisation.
- Identifies gaps in data and initiates corrective actions or reminders.

WORK ENVIRONMENT

- Primarily office-based with some visits to stations and training locations.
- Will need to adapt to dynamic workloads, frequent reprioritisation, and cross-departmental coordination.
- Responsibility for confidential data handling and accurate record keeping.

RESPONSIBILITY FOR RESOURCES

- Management of HSE technical equipment and training materials.
- Oversight of sensitive personal data in relation to incident reports, training, and legal proceedings.
- Responsible for timely compliance with PAT, defib, first aid, and environmental controls.

Contacts and Relationships

- Daily contact with managers and staff at all levels to provide information, advice or support on a range of issues relating to Health, Safety, Environment and Operational assurance. This applies to both police and Fire
- Actively supports members of Humberside Fire and Police in matters relating to Health, Safety, Environment and Organisational Learning such as advice on current procedures for recording of critical information.
- Regular contact with members of other HFRS sections such as Training, Service Support, Occupational Health, the Joint Estates Service and the Fleet and Equipment Team to exchange information to support service delivery.
- Contact with regional health and safety departments to assist in co-ordination of data sharing and arranging meetings with other regions.
- Contact with line manager on a regular basis to receive information, priorities and instructions.

- Contact with suppliers, providers and contractors of varying levels. Oversee and provide advice and support for the permit to work system for SHQ Oversee SHQ visitor access permits, ensuring risk assessments and method statements are in place
- The post holder will have an extensive range of internal and external contacts on a daily basis including, callers in person and over the telephone, internal managers and staff, other external government agencies
- The post holder will be afforded some authority in tracking feedback on agreed actions, so that progress on actions is in line with plans-this requires proper evaluation of the implications of delays and might on occasions mean that relationships are less straightforward and potentially more disputatious
- The post holder may have to deal with issues of some complexity and the expectation is that in the absence of members of the Health Safety and Environment or Organisational Learning team the Administrator will be able to guide diverse internal and external contacts accordingly.
- Communication and Interpersonal skills both written and verbal of a level to enable the main tasks in key areas to be undertaken effectively when interacting with managers, employees, other fire service representatives, representative bodies, other Public/Governmental bodies whether local, regional or national.

Responsibility for Resources

- Responsibility for the security of sensitive and personal information, with regard to data protection and GDPR.
- Responsible for the management of the PAT equipment
- Responsible for the management of the face fit testing equipment, including calibration, servicing, and co-ordinating availability
- Responsibly for ordering and distribution of IOSH course material
- Responsibility for the security of highly sensitive and personal information having regard to GDPR and data protection requirements (i.e. witness statements and accident investigation details and outcomes that might be used in a court setting).
- Responsibility for booking and co-ordinating vehicle availability for the HSE and OA team

Work Environment

Work Demands

- The work is varied, and the programme of tasks can be subject to disruption due to enquiries, visits and meetings and to changes in priorities and demands.
- Demands are for a range of skills, knowledge, and activities, all of which need to be delivered to time and quality standards while working on one's own initiative and dealing with complex and conflicting priorities.
- The post holder will be expected to work to predetermined time scales. Daily activities will be subject to frequent changes in direction, emphasis and delivery. On a day-to-day basis, there will be a requirement to respond to requests that may require the post holder to change from their existing activity.
- Expectation to meet set deadlines for Service report requirements
- Identification of work-related sickness, which requires reporting within HSE legislative deadlines
- Management of own work load to adjust to rapidly changing circumstances and priorities

Physical Demands

- The physical demands include, walking, sitting, standing, driving, climbing, lifting and handling and regular use of a keyboard.

Working Conditions

- Mainly in an office environment with occasional visits to other premises and locations.

Work Context

- No specific and particular risk other than that of occasional visits to unfamiliar locations/service premises.

Work Hours

- Flexible working with core hours Monday to Friday between 1000 – 1600hrs.
- Occasional overtime may be required to meet deadlines or attend meetings.

Travel

- Occasional travel to different company sites or external locations may be required.

Dress Code

- Business casual attire is required in the office.

Equal Opportunities Statement

Humberside Fire and Rescue Service (HFRS) is committed to working on behalf of the local community, visitors, and staff, and it has a duty to uphold human rights. By better understanding the diversity of communities and their specific needs, HFRS can provide an appropriate and responsive service that is effective, efficient and of high quality. Human rights are the non-negotiable foundation on which this policy stands. Accordingly, HFRS, under its legal obligation, must have 'due regard' under the Equality Act 2010 with the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a characteristic and those who do not.
- Foster good relations between people who share a characteristic and those who do not.

HFRS has a set of Equality Objectives that aim to address local equality priorities as part of its Public Sector Equality Duties (PSED). These are embedded into the HFRS PSED action plan which is refreshed annually. HFRS is committed to the process of equality impact assessment (EIAs) through which the Service considers the likely equality impact of new or changes to existing policies, projects or functions.

Confirmed by:

Received by:

Prepared by: Rachael Strong

Postholder:

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.