

## Job Description

<b>A Post Details</b>	
Job Title: Health and Safety Administrator	Grade: A004
Department Wellbeing Health and Safety	Division: Select Division
Reports to: Deputy Director, Wellbeing, Health and Safety	Contract Type: Select Contract Type
Level of Vetting: Non-Police Personnel Vetting	Numbers in Post: Enter numbers as per submission or org chart
<b>B Purpose of the Post</b>	
To provide professional, efficient, proactive and comprehensive administrative support and carrying out general office duties across the SHW remit.	
<b>C Dimensions of the Post</b>	
<p><b>DIMENSIONS OF THE POST</b> The key statistics associated with the post</p> <p>Financial – Direct or Non-Direct None</p> <p>Staff Responsibilities – Direct or Non-Direct None</p> <p>Any Other Statistical Data None</p>	
<b>D Principal Accountabilities</b>	
<p>Provide a full administrative service to the Deputy Director of Wellbeing, Health and Health and Safety Team (W, H&amp;S) including typing, email, processing general accounts, invoices, data entry, and creating and maintaining files and databases to track activities and workloads, and other general office duties.</p> <p>Schedule management of audits, risk assessment reviews, audits, inspections with Safety Advisors and business areas.</p> <p>Coordinate full administrative process of various Boards in the Safety remit, (for example, Central Health and Safety Committee, Clinical Governance Board, Level 3 investigation Board).</p> <p>Maintain housekeeping on Safety Sharepoint and Hub.</p> <p>Compile accurate financial, statistical and management information as appropriate. Reconcile and dispatch daily/weekly/period returns and process for payment or report in liaison with other departments, to agreed guidelines and timescales. As directed by manager, provide support in preparation of reports and files to enable managers and others to communicate with internal and external contacts and to aid their understanding of current issues on a variety of sensitive and confidential matters.</p> <p>First point of contact for callers, contractors and visitors ensuring they are dealt with promptly, efficiently and courteously. Intercept and make telephone calls on behalf of the manager or team, liaising with internal staff and external contacts at all levels, resolving issues proactively.</p> <p>Receive, acknowledge, organize and reply to all internal and external correspondence in a professional and timely manner and redirect as necessary. Pursue and obtain follow up action reports in pursuance of effective safety management. Manage the Safety Support Network log to ensure that contact details of all relevant members are up to date.</p>	

Monitor, distribute and audit office stationery, passes and/or consumable and re-order stocks as required using e-procurement processes within agreed budget and accountability limits to ensure goods have been received and that appropriate resources are available when required.

Organise meetings, events, diary appointments for the manager and/or team to enable their time to be used effectively and to the best advantage within the organisation. Ensure that all travel, catering and hotel arrangements are booked in accordance with BTP procedures including use of corporate procurement cards and e-procurement processes. Take minutes of internal meetings as requested, triage calls to direct to relevant personnel or arrange appointments as necessary.

Maintain, update and archive documents, files and folders - remaining aware of the sensitive nature of Health and Safety - to ensure ready access to comprehensive records in compliance with BTP procedures and Data Protection and Freedom of Information principles and provisions.

Provide cover during annual leave and ill health with the Occupational Health Administrator and or the Wellbeing Engagement Assistant.

Maintain a safe working environment by monitoring, reporting and arranging the rectification of problems with office supplies, equipment, cleaning and general maintenance.

May supervise one or more temporary, volunteer, work experience or administrative support staff including setting and monitoring workloads, coaching and development and motivating to improve performance.

#### E Decision Making

Make decisions  
Prioritizing own workload.  
Significant say in decisions

#### F Contact with Others

Internal  
All levels of BTP personnel.  
External  
Responding to requests for information to/from British Transport Police Authority, Her Majesty's Inspectorate of Constabulary, Department for Transport, Train Operating Companies, Network Rail, other agencies, and police services, members of the public as appropriate and directed by the management chain.

#### G Essential Criteria

The ability to present information in an accurate and appropriate format  
Experience of delivering a high level of customer service and dealing with a range of queries/concerns in a professional manner.

<p>Experience of prioritising workload to meet competing deadlines.          Ability to remain calm whilst working under pressure, dealing with members of the public or to demanding deadlines whilst maintaining a flexible approach.          Excellent standard of planning and organisational ability.</p>
<p><b>Qualifications and Training:</b></p>
<p><b>Qualifications and Training:</b>          Minimum GCSE grade C in English Language and Mathematics, or equivalent qualification or experience.</p>
<p><b>Experience:</b></p>
<p>Previous administrative or secretarial experience with a high level of organisational ability and attention to detail.          Experience in exercising diplomacy. Tact and discretion in managing sensitive, personal and confidential matters.          Experience of scheduling meetings, events, preparing agendas and documentation, taking and drafting accurate minutes.</p>
<p><b>Skills:</b></p>
<p>Proficient in MS Office applications.          Excellent verbal and written communication skills          Excellent interpersonal skills with the ability to liaise with staff at all levels both internally and externally.          Ability to work on own initiative.</p>
<p><b>Knowledge:</b></p>
<p>Knowledge of the UK geography and rail network          Knowledge of the policing environment</p>
<p><b>Desirable criteria:</b></p>
<p>Familiarity with BTP software packages such as e-procurement and records archiving. Proven experience in a customer service role. Experience in dealing with sensitive information, previous health and safety experience (preferable but not essential).</p>
<p><b>H Additional Information</b></p>
<p><b>For Panel to complete only:</b>  <b>Line Manager Approval:</b> (this is only signed off when the line manager has approved the final version)  <b>Panel Approval:</b> (this will only be signed off once the job has gone through the Job Evaluation Panel)  <b>Date:</b> Click or tap to enter a date.</p>

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission