

JOB DESCRIPTION
Office Administrative Assistant, Health and Safety
Vacancy Ref: N235R

Job Title:	Health and Safety Office Administrative Assistant	Present Grade: 4S
Department/College:	Safety Office, Human Resources	
Directly responsible to:	Head of Health and Safety	
<p>Other contacts</p> <p>Internal: All members of University Staff</p> <p>Key contacts: Safety Officers Occupational Health Nurse Members of University Health and Safety Committee Area Safety Officers Radiation Workers Other colleagues within Human Resources University Chauffeur</p> <p>External: External Training and Service Providers External bodies such as Universities Safety and Health Association, Environment Agency, Health and Safety Executive, Fire and Rescue Service</p>		
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To provide a point of contact and comprehensive administrative service for the Health and Safety Office supporting the Safety Officer and Occupational Health Nurse. 2. To maintain all Health and Safety Office databases accurately and provide timely reports for Safety Officers and Occupational Health Nurse 3. To administer the dosimetry service for the University Radiation protection Officer 4. To liaise with procurement in ordering of first aid and health and safety related equipment and services and maintain the associated inventories and records. 5. To co-ordinate arrangements for Minibus Driver assessments and associated finances. 6. To administer the University's procedures for eye tests for computer users under the policy terms and conditions 7. To maintain accurate information and advice on the Health and Safety web pages 8. To undertake any other duties as may reasonably be required by the Head of Health and Safety or their nominee, consistent with the grade of the post. 		