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| **Job Title** | Health, Safety & Wellbeing Administrator |
| **School / Service** | Health, Safety & Wellbeing Team (HR) |
| **Grade and Salary Range** | D  |
| **Location and Hybrid working status** | Docklands Campus |
| **Reporting to** | Health, Safety & Wellbeing Coordinator |
| **Liaison with** | HSW Team colleagues, HSW Champions, Project Team, Estates Team, School Managers and other UEL staff |
| **Contract type** | Permanent, Full-time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**THE HEALTH, SAFETY & WELLBEING (HSW) TEAM**

The HSW team is there to support and guide our Schools and Services. Our aim is simple, to keep people safe. With 1,300 staff and 44,000 students there is always something different to consider. Sitting within the HR service, we cover all 3 campuses and support all 6 Schools and 19 Services. We provide advice and support to ensure that all activities are managed safely, and we manage the Occupational Health services to look after people’s health and wellbeing.

**JOB PURPOSE**

To maintain all necessary records for the HSW Team and to have visibility of required HSW activity across the university. You will provide data to the organisation to allow informed decision making to mitigate risks.

**KEY DUTIES AND RESPONSIBILITIES**

* Maintain registers of all HSW governance activity (inspections, audits, meetings, fire alarm tests, fire evacuations, statutory inspections, Risk Assessment review etc.), the incident register and all other HSW records on behalf of the HSW Team.
* Organise all Occupational Health appointments with the external provider, including wellbeing activities.
* Update information and statistics and assist the HSW Coordinator with data analysis.
* Maintain records of all H&S training (e.g., fire warden, first aid, MHFA, CPR, IOSH) and provide timely reminders when refreshers are due.
* Internal Recharges.
* Provide general administrative support to the HSW Team as required.
* Contribute to wellbeing projects and initiatives.
* Any other duties and responsibilities commensurate with the grade of the role.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Previous experience of business administration.
* Able to work on your own initiative and manage your time responsibly.

**COMPETENCIES REQUIRED**

* Good IT skills with demonstrable ability in the use of software applications such as MS Word (Advanced), MS Excel (Intermediate)
* Demonstrates a flexible, “can do” and “will do” attitude.
* Highly organised.
* An approachable demeanour, as the role involves building relationships with a variety of people.
* Ability to produce concise and accurate reports to deadlines.
* Strong communication skills, both written and verbal.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* GCSEs or A-Levels or equivalent including English & Maths.

UEL are an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to embrace our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are inspired by our environment and drive for success, we want you to apply today!