

JOB PROFILE

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| Job Title | Health & Safety Apprentice |
| Location | Romford |
| Responsible to | Health & Safety Manager |

Job Purpose/Key Responsibilities:

To assist in the provision, creation and update of Health & Safety services and rules under the direction of the Health & Safety Manager and to train as a Health & Safety Assistant

- Learning techniques for recording and investigating workplace accidents
- Helping compile monthly Health & Safety Update
- Identifying and assessing hazards
- Risk Assessments
- Booking and recording compulsory training
- Compiling Site Safety Manuals
- Any other duties relevant to the job role.

Experience/Skills

- An ability to deliver the highest standards of service to our clients.
- An interest in Health& Safety
- A track record in academic achievement.
- An ability to achieve demanding time and quality targets.
- Minimum Academic Requirements - three A Levels (or equivalent) grade C or above and a minimum of six GCSE's (or equivalent) grades B or above including Maths, and English Language.
- Excellent literacy and numeracy skills
- Good IT skills with competency at Microsoft Word and Excel
- A willingness to attend training and to develop relevant knowledge, techniques and skills.
- To have good spoken and written communication skills
- To be methodical, pay attention to detail and be accurate
- To be good at working with people at all levels and willing to work in a team.
- To be self-motivated with ability to work on own initiative
- To be able to co-ordinate a number of different projects at the same time.
- To be willing to accept responsibility for completing designated tasks.
- To be a good problem solver.

Competencies

Personal Growth

Able to show adaptability and take advantage of new ways of doing things in addition to managing own personal learning and development.

Concern for accuracy

Acting to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following procedures and ways of working.

Problem Solving

The ability to analyse in a logical way and identify patterns and connections which are not immediately obvious. The ability to sift out the essential elements from a mass of complex information and integrate and synthesize ideas and information into a coherent whole.

Planning & Organising

Ensuring the successful achievement of results through the effective planning and management of resources, which are in line with the organisation's strategic direction. The ability to think through and adopt a clear, sensible step-by step approach to planning and organising work making effective use of time, resources in order to get the job done as effectively as possible.

Team Working

Working collaboratively and sharing information within and across Aston Group to contribute to the effective delivery of services. Building and maintaining good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

Client Service

Focus on discovering and acting on the client's needs. A commitment to putting the client first. Clients may include 'internal' staff and external clients.

Managing Diversity

Respects differences across employees, ensuring that all staff has equality of opportunity in order to fulfil their potential.

Training

- 24 months of training towards a professional qualification - Safety Health and Environment Technician (Apprenticeship Standard) by an external training provider
- Inhouse training with our experts