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| **Profile Title:** | Health, Safety and Environment Technician Apprentice | bmbccolb | | | | | |
| **Reports to:** | Head of Service |
| **Employee Supervision:** | None | **Grade:** | 2 | **Profile Ref:** | 118318 | | |
| **Purpose of the Post** | | | | | | | |
| To undertake a structured two year development programme while equipping the successful candidate with transferrable skills for a future within the service. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * Support the service in delivering functions as required; | | | | | | | |
| * Implement and maintain standards and contribute to strengthening the function across the Council by supporting specific service management processes; | | | | | | | |
| * Assist in the development and delivery of information, instruction and training; | | | | | | | |
| * Assist in the development, management, implementation and monitoring of management systems and performance; | | | | | | | |
| * Assist in providing advice on relevant matters; | | | | | | | |
| * Assist in identifying, evaluation and controlling hazards and risks; | | | | | | | |
| * Assist in maintaining up to date and appropriate records; | | | | | | | |
| * Assist in maintaining relationships both internally and with external customers and enforcement agencies; | | | | | | | |
| * Assist with relevant investigations. | | | | | | | |
| * Research relevant issues and best practice including legislative requirements; and | | | | | | | |
| * Comply with all health and safety regulations, legal and statutory responsibilities, standing orders and financial regulations of the Council. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Willing to undertake a [two year apprenticeship programme](https://www.instituteforapprenticeships.org/apprenticeship-standards/safety-health-and-environment-technician/) addressing multiple aspects of statutory health, safety and environmental requirements. | | | | | | A/I | E |
| * GCSE Mathematics and English language at Grade C or above, plus one of the following:   + 3 additional GCSEs at Grade C or above; or   + Other level 2 qualification equivalent to 3 GCSEs at Grade C or above | | | | | | A | E |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Experience of working effectively as part of a team. | | | | | | A/I | E |
| * Experience of presenting information solutions to a variety of audiences using various media. | | | | | | A/I | E |
| * Experience in researching, analysing information, presenting results and drafting reports. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * An interest and awareness of relevant service issues. | | | | | | A/I | E |
| * Use of Microsoft applications. | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Ability to communicate effectively. | | | | | | A/I | E |
| * Ability to work effectively in a team. | | | | | | A/I | E |
| * Ability to undertake research and produce effective documentation. | | | | | | A/I | E |
| * Ability to contribute to a positive culture. | | | | | | A/I | E |
| * Ability to manage own workload, working to programme and priorities. | | | | | | A/I | E |
| * Good interpersonal and communication skills. | | | | | | A/I | E |
| * Good customer service, problem solving and decision making skills | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |
| * Work in accordance with the Council's vision, priorities, values and behaviours. | | | | | | A/I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | D |