

## Apprentice specification

**Job title:** Health and Safety Apprentice

**Service:** HR & OD Services – OD & Strategy Team

**Grade:** Apprentice Corporate Rate (NLW)

**Reporting to:** Senior Health and Safety Consultant

### Your apprenticeship

As a Health and Safety Apprentice, you will be expected to provide health and safety support to the OD and Strategy (health and safety) Team, commensurate to an apprentice role. This will involve dealing with internal and external customers both face to face and on the telephone, operating health and safety management (ICT) systems and providing general support to the team and customers.

You will assist the OD and Strategy Team in delivering an enabling workforce health and safety service to the council and Wigan schools and support the organisation to develop and embed a positive health and safety culture. You will work alongside experienced professionals to help develop policies, procedures and working practices that effectively control hazards whilst ensuring compliance with the law and best practice. You will also support the team and gain essential experience with the development and maintenance of a health and safety management system.

You will be required to spend a proportion of your time undertaking relevant training and in return you will gain a broad range of experience whilst learning from professionals within the organisation.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### During your apprenticeship you will

- Complete an approved programme of learning to support successful completion of a Safety, Health and Environment Technician level 3 apprenticeship
- Act as a point of contact for health and safety enquiries, referring onto others as required
- Responding to routine and ad hoc requests for health and safety information
- Maintain relevant health and safety systems, inputting or extracting data
- Manage and update health and safety databases and produce reports
- Provide health and safety admin support as needs dictate in preparing for meetings, for example, booking rooms, printing and collating relevant documentation, etc.
- Assist with the preparation of documents to include, for example, reports, risk assessments and spreadsheets using various software packages including SharePoint, PowerPoint, Excel, etc.
- Carry out research to support with investigations, team projects and customer demands
- Assist with maintaining various health and safety documentation, records and procedures
- Provide other services that are commensurate to the role of an apprentice
- Operate in line with Wigan Council policies and procedures
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## Requirements and prospects

### Qualifications and requirements to undertake your apprenticeship:

- GCSE's A-C in Maths, English & ICT or equivalent (desirable but not essential)
- The ability to work accurately and follow instructions
- The ability to plan work, manage own time and meet deadlines
- To be enthusiastic and committed to providing excellent service to team and customer
- The ability to use own initiative and work flexibly as part of a team
- To be keen to develop a wide range of skills required to work within a busy and diverse environment
- The ability to complete the relevant apprenticeship qualification
- The ability to travel independently as needed between various work locations across the Wigan borough

### During this apprenticeship you will have the opportunity to develop:

- A working knowledge of health and safety systems, policies and procedures across a wide range of council services including environmental services
- Communication skills giving you the ability to communicate effectively with others, both verbally and in writing, including the ability to produce clear and concise reports, assessments and advice in the appropriate manner
- Computer skills giving you the ability to produce a wide range of meaningful health and safety data to support recommendations
- Professional skills in cooperation with an experienced health and safety practitioner who will act as mentor to support your role

## Our culture

As an apprentice, you will be expected to adopt the culture and behaviours of the organisation. For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Your line manager will be expected to:

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

As an apprentice, you will benefit from the principles of our Staff Deal; this is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

# Staff Deal



## Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed   
Donna Hall CBE, Chief Executive

## Your part

- Listen, be open, honest and friendly
- Be efficient , flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed .....

 WiganCouncilOnline  wigan council  @wigan council  wigan.gov.uk