

JOB DESCRIPTION

Date effective: July 2026

JOB TITLE:	Admin Officer - H&S and Buildings
GRADE:	Officer - NJC J6 – Spinal point 12 to 17 (£28,598 to £31,022) pro rata
HOURS:	22.5 hours per week (3 days per week) for 6 months fixed term, that may extend
RESPONSIBLE TO:	Health & Safety Manager
RESPONSIBLE FOR:	Administration for Health & Safety and Building's Officer within the Administration Team.
OTHER RELATIONSHIPS:	Members of the Council's Senior Management Team, working alongside other Managers of Staff/Resources to ensure effective administration of Council Assets.
CONTACTS:	Internal 65%: All Shrewsbury Town Council staff External 35%: Local Members, residents, local stakeholders and contractors

MAIN PURPOSE OF THE POST:

To provide general administrative support to the Town Council for Health & Safety and Building Management. To support the Health & Safety Manager and other officers responsible for the Town Council's assets and facilities by ensuring that safety systems, records and compliance processes run smoothly as well as co-ordination of tasks to ensure a smooth and efficient operation for Health & Safety and Building Management.

To deal with members of the public with enquiries (both in person, by phone or social media) as necessary.

Health and Safety Support

- Maintain and update the Health, Safety & Environmental Management System (currently WorkNest) ensuring all tasks identified are allocated to the correct member of staff, and ensuring any information and updates provided is accurate within the system.
- Act as the central contact for the updating of records for accidents, incident and near-miss reporting by recording the details, tracking investigations and ensuring corrective actions are closed.
- Support RIDDOR and other statutory reporting, including investigation administration.
- Working with the Administrator for training co-ordination to ensure any training identified is booked and the training record updated for Health & Safety.
- The co-ordination and record keeping of the organisations risk assessments, method statements (RAMS), COSHH assessments, and other safety documents under the guidance of managers and senior staff.
- Manage the PPE inventory, and stock levels ensuring compliance meets regulatory standards.
- Supporting the H&S Manager and Buildings Officer in co-ordinating audits and inspections and updating internal records including excel spreadsheets.
- Provide office support such as phone handling, copying, scanning, and IT services to the H&S and buildings teams.

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3. Building Safety and Facilities Support

- Supporting the Buildings Officer in co-ordinating quotations and building tasks including the safety planning, and updating internal records including excel spreadsheets for both temporary and remedial works.
- Ensure that contractor safe work method statements, insurance and other safety information are in place and recorded including excel spreadsheets.
- Maintain filing systems both physical and digital for all safety and building compliance documents.
- Assist in managing building safety records, including inspection reports, maintenance logs, and compliance certificates

General

1. To answer the Town Council's main switchboard number and direct calls appropriately at peak times to assist customer services.
2. To assist in maintaining the Town Council's filing system (paper & electronically) in accordance with the Town Council's Document Retention Policy.
3. To provide evening support when required for events / meetings.
4. To undertake any such duties as may be reasonably required within this post to support the operational needs of the service area of the Council, including deputising for other members of staff during holidays, sickness absence etc. and maintaining business continuity and during civil emergencies.



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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Education/Training	
• Good Standard of Literacy & Numeracy. • Strong communication skills. • GCSE Grades A*- C / 9-4 (or equivalent) in Maths and English (certificates required for evidence).	
Experience	
• Good working knowledge of computer systems. • Previous office experience • Previous experience in maintaining confidential records • Previous experience in managing multiple diaries	• Previous experience in working within a Health & Safety and/or Building Maintenance office environment
Knowledge	
• Experience of using Microsoft Office packages specifically Excel and Spreadsheets	• Knowledge of the local area.
Skills and competencies	
• Ability to work as part of a team. • Good interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies. • Ability to maintain confidentiality.	
Personal Attributes	
• Flexible, pro-active and "hands-on" approach to tasks. • Commitment to the delivery of quality service. • Enthusiastic and flexible.	
Special Conditions	
• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. • Care and accuracy is required in the processing and preparation of information.	• Prepared to work varied hours to meet the needs of the post. •