

GRADUATE ROLE PROFILE

Job Title: Health and Safety Graduate

Reporting to: Health and Safety Manager

Location: Grimsby

Salary: £22,911

Term: 2 years on a fixed term basis

Main purpose:

The Graduate will be responsible for supporting a number of different services and teams in delivering projects to meet business needs. This will include: supporting improvement initiatives; managing deadlines; contributing to the team at an exceptional standard.

You will assist with long-term project work through research and analysis, and by taking ownership of specific work strands. With a focus on continually improving outcomes, you will develop and use best practice in delivering on specific and identified projects, applying your learning within a practical environment.

Duties to include:

- Living the values and behaviours of North East Lincolnshire Council
- Working within the designated service area and taking responsibility for the delivery of specific strands of project work including research activities, analysing and presenting information, liaison and negotiation with internal and external stakeholders and arranging meetings and briefings.
- Undertaking research on a variety of topics and issues, and presenting findings in a confident and professional manner using a variety of media.
- Collating and analysing information as required, ensuring accuracy in delivery and to agreed timescales.
- Constantly reviewing systems and processes, making recommendations for improvements in effectiveness and identifying potential efficiencies.
- Responsible for internal records, including input into databases and systems, maintaining office records and filing systems (physical and digital).
- Developing and maintaining: policies; management guidance; processes and systems.
- Demonstrating strong problem solving approaches, including the ability to analyse and implement changes to service delivery, and directly contribute to continuous service improvements.
- Demonstrating strong written communications on a daily basis, by producing reports, papers, briefings, policies, articles and other documentation as required.
- Preparing business reports and communications appropriate to the intended audience that deliver the required impact and outcomes.

- Developing and maintaining effective working relationships with colleagues, project teams and other key contacts, internally and externally, at all times.
- Becoming a pro-active team member, playing a full part in meetings and shared and individual learning interventions events, as appropriate and required.
- Supporting on design and delivery of corporate training activities

Criteria		Assessment
Qualification	Degree or equivalent in health, safety and/or environmental management	
Knowledge	<ul style="list-style-type: none"> • Ability to understand, analyse, interpret, explain and summarise complex data and issues in a logical manner. • Ability to think ahead and demonstrate effective problem solving skills • Ability to use a wide range of Microsoft Office packages particularly in the areas of Word, Excel and Outlook. • Excellent listening, written and oral communication skills including the ability to adapt oral and written communication methods and styles to suit the audience. • Ability to prioritise conflicting tasks and a challenging workload. • Ability to adapt to a changing environment. • Ability to work effectively as part of a team. • The use of a variety of problem solving techniques to develop and improve the service. • Ability to work pro-actively and with minimal instruction. • Ability to remain calm, confident and professional. • Self-motivated and committed to achieving targets 	All criteria will be assessed at application and interview stage