Ambitious Stockport, creating opportunities *for everyone*

Thinking Stockport

Achieving as a Team

Working with Ambition

Showing everyone Respect

Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at https://greater.jobs/locations/stockport/



STOCKPORT METROPOLITAN BOROUGH COUNCIL

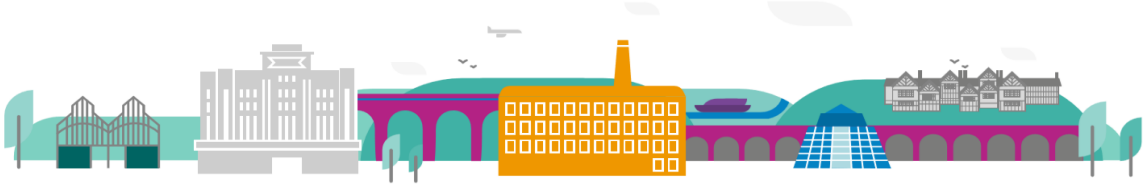
Greater Manchester Guaranteed Assessment Scheme

GREATER MANCHESTER GOOD EMPLOYMENT CHARTER

We are a Living Wage Employer

disability confident EMPLOYER

ARMED FORCES COVENANT



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About the Job

Role:	Trainee Health Safety and wellbeing Officer
Service Area:	HR & OD
Directorate:	Corporate and Support Services
Salary Grade:	Scale 5 - 6

Main Purpose of the Job

To support the health, safety and wellbeing team in a wide range of activities and enable the post holder to develop and start a career in health and safety. Working alongside a group of experienced professionals you will work towards becoming a professionally qualified and experienced health and safety officer.

Key Responsibilities

- To work towards gaining a NEBOSH certificate or equivalent level 6 qualification.
- Complete other health and safety topic specific training as required.
- Contribute to the continuing development and delivery of the health & safety service including the level agreements.
- Initially undertake low risk health & safety inspections, and progress to higher risk activity as the post holder gains for experience, and present findings in a clear and comprehensive report format.
- Provide health and safety advice to colleagues and customers, initially with the guidance of more senior officers and then more independently as experience is gained.
- Undertake school safety management audits with help, shadowing and guidance from colleagues.
- Investigate health and safety issues and concerns relating to schools and the corporate.
- Support the management of the council's wellbeing contracts and participate in the council's wellbeing agenda.
- Support the council's health and safety committees and their associated activity at Directorate and Corporate level.
- Support the development of and take part in presenting training courses.

- Review and develop policies and procedures in line with current legislation and Codes of Practice.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to

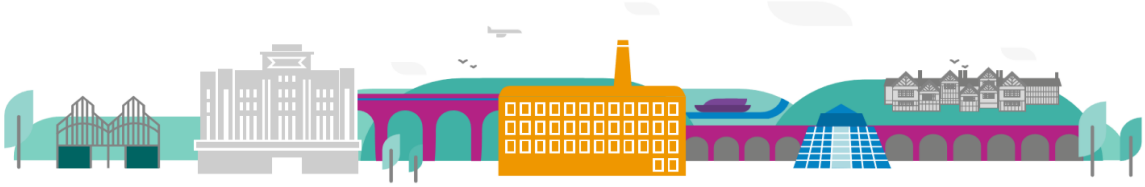
work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- You will have some knowledge and understanding of health and safety legislation.
- You will have a strong desire to develop your knowledge and experience in the area of health, safety and wellbeing.
- You must be willing to undertake training and development.
- You will be a good team player.
- You should be able to engage well with colleagues and clients.
- You should have good oral and written communication skills.
- Full driving licence and access to a vehicle would be desirable.



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- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.