



SIMPLE SAFETY ADVICE JOB DESCRIPTION

- TITLE:** Health and Safety Consultant
- RESPONSIBLE TO:** Managing Director
- RESPONSIBLE FOR:** No staff responsibilities
- REMUNERATION:** Salary range to be assessed on ability on a self employed basis initially. Depending on skill set day rate £150 to £250
- CONTRACT PERIOD:** Initially task and return with a view to becoming a permanent post or regular arrangement.
- HOURS OF WORK:** Hours to be generally worked between 8.30am and 6.00pm Monday to Friday but some weekend and evening working will be required to fulfil the requirements of the post.
Appropriate unpaid breaks should be taken in accordance with Health and Safety at Work regulations. Generally this will mean a minimum of a half hour unpaid break must be taken approximately half way through a full working day period.

MAIN PURPOSE OF THE POST:

1. To support clients by providing all health and safety requirements
2. To assist the Managing Director in delivering quality health and safety advice, guidance and support in a timely manner to existing and new clients.
3. To co-ordinate and undertake works, audits, inspections and documentation for clients
4. To lead on achieving a variety of accreditation standards for clients and renew existing quality marks
5. To deliver bespoke and standardised training
6. To provide holiday cover for Managing Director

MAIN DUTIES:

1. To support all Simple Safety Advice Ltd clients with health and safety enquiries and requests
2. To maintain all allocated client administration and ensure that contact is maintained and regularly reviewed
3. To produce, review and update health and safety documentation and safety packages
4. To be an account manager for specific clients, providing support, guidance and advice
5. To conduct site audits for clients and produce management reports
6. To support Managing Director with accident investigations and reports
7. To deliver staff training including Tool Box Talks
8. To promote new products and services to new and existing clients
9. To identify news and information to be used for promotional purposes, i.e. newsletters, website, twitter, etc
10. Represent Simple Safety Advice in a positive and professional manner at all times
11. Any other duties which are in line with role and experience.