

Job Description

Job Title	Health and Safety Advisor Apprentice
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	AP2
Competency Level	1
Salary	£24,547
Job Type	Hybrid
Location	Office located at Cunard Building
Apprenticeship	Level 3 - <u>Safety, health and environment technician / Skills England</u>

About the Role

The Health and Safety Apprentice will support the Health and Safety Team in promoting a positive health and safety culture across Liverpool City Council. Working alongside experienced health and safety professionals, you will help support services to meet their health and safety responsibilities while developing your own knowledge, skills and experience.

This is an exciting opportunity to gain practical experience in a wide range of health and safety activities, including inspections, audits, risk assessments, incident investigations, training and policy development.

What You'll Be Doing

You will:

- Support the Health and Safety Team in providing advice and guidance to Council services.
- Assist with the review and development of health and safety policies, procedures and guidance documents.
- Help monitor health and safety performance and maintain records and reports.
- Support workplace inspections, audits and assurance activities.
- Assist with accident, incident and near miss investigations.
- Help organise and deliver health and safety training and awareness sessions.
- Support the completion and review of risk assessments.
- Assist with gathering, analysing and presenting health and safety data.
- Work with colleagues across the Council to promote safe working practices.
- Support continuous improvement projects and initiatives within the Health and Safety Team.
- Carry out administrative duties related to health and safety activities and projects.

What You'll Learn

During your apprenticeship you'll develop knowledge and skills in:

- Health and safety legislation and best practice.
- Risk assessment and risk management techniques.
- Accident and incident investigation.
- Workplace inspections and auditing.
- Health and safety performance monitoring and reporting.
- Delivering health and safety training and awareness activities.

- Developing policies, procedures and guidance documents.
- Communicating with a range of stakeholders and service areas.
- Project planning and organisation.
- Working in a professional environment within a large local authority.

You'll also gain practical experience across a diverse range of workplaces and services, supported by experienced health and safety professionals.

Is This Role Right for You?

We're looking for someone who:

- Has an interest in health, safety and wellbeing.
- Wants to develop a career in health and safety.
- Is organised and able to manage their time effectively.
- Has good communication and interpersonal skills.
- Enjoys problem-solving and finding practical solutions.
- Is willing to learn and develop new skills.
- Can work independently and as part of a team.
- Has good attention to detail.
- Is comfortable using Microsoft Office applications.
- Is committed to providing excellent customer service.