



VACANCY

TOTTON & ELING TOWN COUNCIL

We currently have the following vacancy -

Health & Safety Compliance Officer

SCP – 31 – 33 (£41,771 - £44,075 per annum, pro rata)
22.5 hours a week (3 days a week - Monday, Wednesday & Friday)

Totton & Eling Town Council are seeking an organised and proactive Health & Safety Compliance Officer to support the ongoing management of health, safety and compliance across our organisation and sites.

This is a hands-on role focused on maintaining compliance systems, supporting site managers, ensuring documentation is audit ready and assisting with the upkeep of health & safety processes across multiple locations.

Working alongside our external Health & Safety consultants, you will help ensure our policies, procedures and site records remain current, practical and compliant.

Key Responsibilities -

- Maintain and monitor health & safety compliance documentation across all sites.
- Review site H&S folders and ensure records are complete and up to date.
- Support sites in preparation for internal and external audits.
- Assist with the writing, review and updating of risk assessments and safe systems of work.
- Support the management and coordination of fire risk assessment actions and fire-related risk assessments.
- Keep organisational health & safety policies and procedures updated in line with legislation and best practice.
- Monitor and track actions arising from audits, inspections and incident reviews.
- Provide practical day-to-day support and guidance to managers on compliance matters.
- Maintain accurate compliance records and reporting systems.

About You

We are looking for someone who has experience working within a health & safety or compliance-focused role and be confident managing documentation, monitoring actions and supporting operational teams.

Essential skills required for the role

- Good working knowledge of UK health & safety legislation and best practice.
- Experience of risk assessments and compliance administration.
- Strong organisational and communication skills.
- The ability to work independently and manage multiple priorities.
- Good IT and document management skills.

Desirable

- NEBOSH General Certificate or equivalent qualification.
- Experience within local government, education, care, housing or multi-site environments.
- Knowledge of fire safety compliance processes.
- IOSH membership.

This is an excellent opportunity for someone looking for a part-time role within a supportive organisation where they can make a practical impact on compliance and safety standards.

For further details please contact Sadie Stringer on 02380 863138 or alternatively visit our website www.tottoneling-tc.gov.uk/your-council/vacancies/ to complete an application form.

Applications by application form only, CV's only will not be accepted, although they can be attached to the application form.

Closing date:- 10th June 2026

Totton & Eling Town Council is an equal opportunity employer that is committed to diversity and inclusion in the workplace.