

**TOTTON & ELING TOWN COUNCIL**  
**JOB DESCRIPTION**

JOB TITLE	Health & Safety Compliance Officer
SCP	£41,771 - £44,075 per annum, pro rata
LOCATION	The Civic Centre, Totton
REPORTING TO	Town Clerk & CEO
HOURS	22.5 hours per week (Monday, Wednesday & Friday)

**Purpose of the Role**

To support The Council in maintaining high standards of health, safety and compliance across all sites, ensuring documentation, policies and risk assessments are up to date and sites remain audit ready.

**Key Responsibilities**

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

**Person Specification**

**Essential**

- Experience working in a health & safety or compliance-based role.
- Knowledge of UK health & safety legislation and good practice.
- Experience of risk assessments and compliance documentation.
- Strong organisational and administrative skills.
- Ability to work independently and manage multiple sites/tasks.
- Good communication and relationship management skills.
- Competent IT and document management skills.

**Desirable**

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