

**St Patrick's Centre (Kilkenny) Ltd. Unit 11/12 Danville
Business Park, Kilkenny
Job Specification**

Statement of Purpose	<p>St Patricks Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>St Patrick's Community Services will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
Job Title	Administration Assistant- Health and Safety
Location	The role is primarily based in St. Patricks Centre Kilkenny, Unit 11/12 Danville Business Park Kilkenny. However, the St Patrick's Centre Services includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.
Purpose of the Role	The role of the Administration Assistant is to provide secretarial support to the Health & Safety department to include supporting as appropriate programs on site safety, adhering to all legislation, working knowledge of regulations and acts, ensuring safe working practices are updated and put in place and reporting on all safety related matters in St Patrick's Centre.
Reporting Relationship	The position reports to the Housing & Facilities Manager
Key Working Relationships	<ul style="list-style-type: none"> • Director of Services • Management Team • Multi-Disciplinary Team • Insurance Companies • HSE • HIQA • Relevant support functions such as HR, Finance, Maintenance, Housing, and Quality etc.
Principal Duties and Responsibilities	<p>Under the direction of the Housing and Facilities Manager, the Health and Safety Administrator will provide care according to:</p> <ul style="list-style-type: none"> - Professional Guidelines - National and regional HSE guidelines - Local policies, protocols and guidelines - Current legislation as it applies to the role <p><i>The Administration Assistant - Health and Safety will:</i></p> <ul style="list-style-type: none"> • Provide administration support to the team including but not limited to creating report, taking minutes, updating spreadsheets, filling out incident forms, providing information on statistics and liaising with stakeholders • Interact with customers in a professional courteous manner. • Dealing with email and phone queries in a timely manner • Carry out general office duties • Be responsible for completion of specific risk assessments current sites, all new activities, new equipment, events, or on request by the business

	<ul style="list-style-type: none"> • Provide Training Coordinator with support regarding H&S training requirements • Develop, complete and report on bi annual audits in line with legislation, best practice and accident/incident triggers within the business • Complete and communicate H&S reports as required to senior management • Report accidents to HSE as required • Identify key risk areas in the business that need to be addressed. • Review all revamp/development plans to ensure H&S compliance • Communicate with external government bodies e.g., HSE, HIQA, fire officer • Liaise with external auditors e.g., insurance auditors etc • Provide support to all departments and business units on health and safety. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Professional Expectation</p>	<p>The Administration Assistant- Health and Safety must have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role and comply with associated HSE protocols for implementing and maintaining these standards.</p> <p>The Administration Assistant Health and Safety must be aware of ethical policies and procedures which pertain to his / her area of practice including:</p> <ul style="list-style-type: none"> • Statutory legislation in particular but not exclusively the Health Act 2007 • National and St Patrick’s agreed Policies and Codes of Good Practice • Notification of accidents and other Health and Safety requirements in compliance with St. Patricks instructions • Fire precautions • Health & Safety • Equal Opportunity principles • Attend training as and when required
<p>Qualifications / Experience / Criteria</p>	<p>Candidates must have:</p> <p>Proven and demonstrated experience in administration and/or Qualification in Health & Safety desirable but not essential</p> <p>Health</p> <p>In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character</p> <p>Each candidate must be of good character and pass Garda vetting</p> <p>Essential</p> <p>Full clean drivers licence essential</p>
<p>Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> • Previous experience of working in a busy, changeable environment • Excellent communication skills, written and oral

	<ul style="list-style-type: none">• Excellent interpersonal skills with the ability to work effectively with staff at all levels of the organisation• Excellent organisational skills and ability to work on own initiative• Skill set to develop and manage safety audits• Strong experience in Excel, Microsoft Word and Microsoft Windows Operating System• Proven ability to influence and develop a safety culture in a diverse organisation• Planning & organisational skills• Ability to ensure a safe work environment• Attention to detail & high level of accuracy• Full Clean Drivers Licence essential
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