



Health and Safety Administrator Apprentice (Level 2) Health and Safety Team

Salary: £25,948 Per annum

Hours: 37 hours per week

Contract: Fixed Term Contract for 12 months

Reporting to: Health & Safety Manager

The Team

The Health and Safety Team is responsible for supporting a wide range of services which all work together to deliver the City Council's vision. We are responsible for supporting council services to ensure the health, safety and wellbeing of those affected by the Council's activities, including councillors, employees, visitors, contractors and members of the public.

The Role

As a Health & Safety Administrator Apprentice, you will provide administrative support to the Health & Safety Team, helping to ensure the smooth day-to-day operation of the service. Working under the guidance of experienced colleagues, you will develop the knowledge, skills and behaviors required to support health and safety activities while completing a Level 2 apprenticeship.

This is an excellent opportunity to gain practical experience in a professional office environment while contributing to the Council's commitment to providing safe and healthy workplaces.

Key Responsibilities

- Provide day-to-day administrative support to the Health & Safety Team.
- Monitor and manage the shared team inbox, responding to straightforward enquiries and directing others to the appropriate person.
- Answer telephone calls and take accurate messages.
- Prepare, scan, photocopy, file and archive documents.
- Maintain accurate electronic and paper filing systems.
- Organise meetings, prepare agendas and take accurate notes or minutes as required.
- Distribute meeting documentation and maintain records of actions.
- Enter accident, incident and near miss information onto PCC's reporting system.
- Update health and safety records, spreadsheets and databases accurately.
- Assist with maintaining records of risk assessments, inspections and other health and safety documentation.
- Identify issues and escalate problems to the Health & Safety Team when beyond remit.
- Support the Health & Safety Team in maintaining records relating to inspections, audits, risk assessments and training.
- Ensure documents are stored correctly and are easy to retrieve.

- Comply with PCC's policies, procedures and health and safety requirements at all times.
- Undertake other reasonable duties as and when required by PCC.
- Attend and actively participate in all apprenticeship training sessions and reviews.
- Complete apprenticeship coursework, assignments and assessments within required timescales.
- Use learning gained through the apprenticeship to support the work of the Health & Safety Team.
- Maintain confidentiality and handle sensitive information in accordance with GDPR and council requirements.
- Assist in maintaining records of health and safety training and support the administration of training bookings where required.

This apprenticeship provides an excellent foundation for a career in administration, health and safety, compliance, risk management or local government services. Successful completion may support progression to further qualifications and career development opportunities.

Who is the Person

You will need to:

- Be organised, trustworthy and reliable.
- Be able to respond to routine enquiries and seek guidance when required.
- Have an interest in developing knowledge and experience in administration and health and safety within a local government setting.
- Be able to learn to effectively manage your time to achieve your tasks within deadlines.
- Have a good eye for detail and be able to work with a high level of accuracy.
- Be able to communicate with stakeholders, such as internal teams and external organisations, using appropriate methods and professional language. This may include letters, phone, face-to-face, e-mail, video call, online chat functions or digital platforms.
- Be a good team player, adaptable and flexible in response to the needs of the service.
- Have good IT skills and good working knowledge of MS office tools, including Word, Excel & Outlook, with the ability to learn and use internal systems.
- Have GCSE English and Maths at Grade 4/C or above (or equivalent) or be willing to work towards achieving these qualifications if required.
- Have good written/recording skills as you will be taking minutes and communicating by email.
- Have a clear understanding of confidentiality and data protection.

This apprenticeship is suitable for individuals looking to start a career in administration and health and safety. Applicants must meet apprenticeship funding eligibility requirements below.



Apprenticeship eligibility

This role is offered as a publicly funded Level 2 Business Administration apprenticeship. In line with Government apprenticeship funding rules (Apprenticeship funding rules 2025 to 2026), this apprenticeship is currently only available for individuals aged 16–24 at the start of the apprenticeship.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.