

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



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Safety, Health, Environment, and Quality (SHEQ) Apprentice

REPORTS TO:

Head of Health, Safety, Risk, and Compliance (HSRC)

DIRECT REPORTS: NA

JOB PURPOSE

- To provide support to the HSRC team with administrative tasks and first line support to ensure the team can partner with the wider group to assure health and safety and food safety management systems.
- Provide support to HSRC, Event Management, and Facilities Management to implement and enhance our certified integrated management system.
- To provide further support to the compliance function managed by the HSRC team, including providing support to the group with adherence to UK General Data Protection Regulations (UK GDPR),

MAIN DUTIES AND RESPONSIBILITIES

- To support the HSRC, FM, and Event Management teams with the monitoring of, and auditing compliance with, our certified international standards, as well as providing project support on the development and implementation of international standards.
- To monitor the business improvement register (BIR) as part of our continual improvement practices, liaising with improvement owners to ensure resolution of actions within the agreed timeframe, while escalating non-conformances to the Health, Safety, and Quality Assurance (HSQA) Business Partner or Head of HSRC, where identified.
- To be a highly visible member of the HSRC team on campus, ensuring accessibility of the team, and being proactively visible on campus during build, break, and live event periods as well as on non-event days, helping the business improve HSRC performance on campus, while building positive working relationships with key operational teams and service partners.

- To assist the HSRC team to undertake on-campus health, safety, food safety, and fire safety inspections during all work activities including writing reports and taking action when needed.
- To support the diligent maintenance of HSRC records, including cloud-based safety tools, audits, and inspections, incident and close call reports, and other statutory records.
- To assist in the delivery of H&S Inductions to new starters and support the HSRC team with the planning and delivery of internal learning courses, administration of externally accredited courses, and ensuring HSRC learning records are maintained accurately.
- To assist the HSRC and F&B teams to implement and monitor the food safety management system (FSMS) in line with local and statutory requirements.
- To support administrative tasks for the HSRC team including, report writing, room booking, arranging meetings and committees, drafting agendas, raising purchase orders, booking travel, and taking minutes.
- To update HSRC communications to the business including HSRC Noticeboards, Ournet Pages, and Digital Screens on campus ensuring accurate, on brand, and relevant information is shared.
- To undertake first line response to data subject rights requests, working collaboratively with other departments and our external Data Protection Officer (DPO) to resolve data subject requests within the agreed timescales, while escalating issues to the Head of HSRC.
- To assist all corporate risk owners to ensure their risks are reviewed in a timely fashion, and maintained within our system, while assisting the HSRC team to audit our corporate risk register.
- To actively engage and participate in all aspects of learning and development for this role as laid out in the role profile, while taking other opportunities to develop personal and professional skills to help improve the effectiveness and efficiency of service delivery.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool
- To undertake any other duties commensurate with this post as determined by your manager
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Willing to work towards a formal L3 qualification in Occupational Health and Safety Willing to work towards a formal L3 qualification in Internal Audit and Inspection Willing to work towards a formal L3 qualification in Food Safety in Catering Level 2 Maths and English at Grade 4 or above, or willing to work towards this	Essential Essential Essential Essential	A and I
EXPERIENCE	Demonstrable experience in working in retail, hospitality, leisure, or tourism businesses Previous work experience or volunteering experience in a similar field	Desirable Desirable	A and I
SKILLS & KNOWLEDGE	Knowledge of Microsoft Office packages e.g., Outlook, Word etc. Eager to learn and be proactive at work	Desirable Essential	A and I
KEY ATTRIBUTES	Ambitious, with the desire to own their professional development Reliable and conscientious team player Excellent attention to detail Due to the nature of the role, you will be exposed to private and confidential information, therefore you should have a good level of personal integrity and confidentiality	Essential Essential Essential Essential	A and I

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date