

HEALTH & SAFETY ASSISTANT

Carney Consultancy Ltd have an exciting opportunity for a H&S Assistant to join their growing team. We are looking for a candidate with a keen interest in a Health and Safety career. The ideal candidate would already have experience of working in a construction environment, such as admin role on a construction site. We are looking to train the candidate in the NEBOSH general and / or construction certificate. We will then, if the selected candidate is in agreement, look to support the chosen candidate through the further associated training courses over time.

The opportunity will involve working in a support role to our team of H&S Consultants. The scope of work will involve;

- *Attending site visits with consultants & writing up reports.*
- *Face fit testing.*
- *Working with Consultants to prepare Risk Assessments, Method Statements and tool box talks.*
- *Prepare monthly Newsletters for Clients.*
- *Plan in Site Visits for Consultants.*
- *Attending Fire door inspections.*
- *Preparing Fire Door Inspection Reports.*
- *Assisting in collecting evidence for external H&S accreditations for SSIPs (e.g. CHAS).*
- *Preparing H&S data for quarterly meetings*

The role can evolve into other areas of work as the selected candidate grows in experience and competence. This is if the successful candidate is looking for career progression.

This position could suit someone with a period of hands-on construction experience or someone with good admin experience looking for a more challenging role in H&S and wanting to change careers. All necessary training and guidance will be provided by our existing experienced and competent team.

Working Hours : Monday – Friday 08.00 – 16.30 part time would be considered.

Starting Salary: £27,500 - £30,000 depending on the qualifications and experience

Benefits: Profit related bonuses & Company Pension, 26 days annual leave + bank holidays.

Extra: Company Van available for works away from the office which is based in |North Shields.