

Job description

Apprentice - Safety, Health and Environment Technician

This supporting role will be required to work at either of our West Suffolk premises at Bury St Edmunds and Mildenhall. You may reasonably be required to work at any other of the council's premises, in order to meet the needs of the service.

The apprenticeship also includes a Level 3 'Safety, Health and Environment Technician' qualification, commencing September/October 2025 for 24 months.

Key responsibilities and activities

You will assist in providing an effective and efficient Safety, Health and Environmental (SHE) service under the direction of the Health and Safety Manager (Health and Safety). This will include the following work areas and mainly working with computerised information systems:

- Assist in the development and implementation of SHE improvements.
- Research, review and update SHE documents, as instructed.
- Support and manage basic financial systems.
- Providing support in the completion of audits (internal and external).
- Support and assist with inspections and monitoring.
- Support and assist with the data entry, reporting and analysis of SHE data and information.
- Support and assist with the investigations of accidents and incidents.
- Providing support in the monitoring of routine health screening.
- Prepare and maintain SHE records.
- Presenting SHE information.
- Support in general administration and digital systems.

You will be expected to carry out tasks required on a day-to-day basis and the work that you undertake will be designed to ensure that you meet the evidence and standards required for your qualification.

Other

Our apprentices are temporary and employed for a sufficient amount of time to complete the agreed level of study.