**Job Description**

**Health and Safety Administrator
(Perth Concert Hall and Perth Theatre)**

## Background

## Perth Concert Hall and Perth Theatre are at the heart of the regeneration of the city centre and will provide a focus for the arts, for business and for communities throughout Perthshire. You will be a key member of the Horsecross team working with colleagues and clients to establish Perth Concert Hall and Perth Theatre as successful cultural, conference and community venues.

## Purpose

## Working in partnership with the Head of Venues to support and facilitate the management of health and safety. You will work in conjunction with all other departments to support their H&S efforts including the completion of training records and safety paperwork.

## To ensure that Horsecross meets all relevant statutory requirements and contract obligations to PKC.

**Organisational relationships**

## You will be responsible to the Head of Venues.

## You are also required to work in conjunction with all teams and departments which comprise Horsecross Arts.

**Base**

You will be based at Perth Concert Hall but will be required to work across all Horsecross venues and events as necessary.

**Duties and responsibilities**

* **Health and Safety Documents**

To act as clerk to members of staff as they carryout risk assessments or describe method statements; create documents as instructed and have them signed off by the responsible person or department manager

* **Health and Safety Committee Minutes**

Act as minute taker at the health and safety meetings

* **Health and Safety Reports**

Compile H&S reports from existing information to a report template as directed by the Head of Venues

* **Health and Safety web pages**

To look after the online document libraries and ensure documents are updated and completed

* **Training Records**

Keep the training plan up to date working in liaison with the HR Administrator

Keep the training records up to date in liaison with the HR Administrator

**Responsibilities of all staff**

* Be aware of the work of other departments in the achievement of Horsecross’ aims
* Take an active part in communicating and co-operating with other staff and departments
* Follow all Horsecross guidelines, procedures and policies provided
* Work in accordance with the Equality & Diversity policy of Horsecross
* Be aware of and comply with rules and legislation pertaining to Health & Safety at work
* Take an active part in achieving high standards of customer and client care

**Person Specification**

A customer-focused, self-motivated individual to assist and support the Head of Venues with the following skills and experience:

**Essential:**

* At least two years relevant experience in administration
* At least two years relevant experience in clerking, handling paperwork.
* Good IT skills – confident user of Word, Excel and scheduling database packages (e.g. Artifax)
* Experience working with teams
* Excellent inter-personal and communication skills, together with a commitment to delivering the highest standards of customer and client care
* Able to work well as part of a team
* Willing to undergo on-the-job and structured training to develop skills and technical knowledge as required
* Willingness to work occasional evenings and weekends where operational demands require it

## Desirable:

* Health and Safety qualification
* Experience of Health and Safety
* Understanding and operation of basic equipment
* Experience of a performing arts and public/corporate events operating environment

**Terms and Conditions**

**Salary**

* Salary £12,900 is paid in monthly instalments.
* You will be paid monthly by bank credit transfer on the last working day of the month
* No paid overtime or infringements are payable
* Your basic rate of pay will be reviewed annually on 1April.

**Hours of work**

* 1170 hours per annum (pro rata for the first year of service) based on an average 22.5 hour week. The year runs 1 April to 31 March.
* Hours must be worked, if required, up to maximum weekly hours of 50. Hours required in excess of 50 in any week are worked by mutual agreement
* Any of the 1170 annual hours not worked at the yearend will be carried forward to the new year and must be allocated within 4 months of the start of the new year
* Hours worked in excess of 1,170 at the year-end will be carried forward to the new year and must be given as time off within the 4 months of the start of the new year. Carried forward hours cannot increase the total hours in any year beyond the annual limit allowed within the Work Time Directives

**Core Hours**

* Any 5 days from 7 Monday to Sunday
* Core working days cannot exceed 5 consecutive days without having a scheduled day off
* Between 8am and midnight
* Up to 10 hours in any day
* Minimum 4 hour call. Resumption or continuation of a call after a meal break does not constitute a new call

**Infringement Hours**

* Infringement hours mean that you are entitled to premium rates for working irregular, unsocial and long hours. Instead of paid overtime you will be entitled to hours at time and a half and double time allocated against your annual total
* Hours between midnight and 8.00am are allocated at double time hours towards total annual hours
* Hours on 6th consecutive working day in any 7 day period calculated from the last day off are allocated at time and a half hours towards annual hours
* Hours on 7th consecutive working day in any 7 day period calculated from the last day off are allocated at double time hours towards total annual hours
* Hours in excess of 10 in a day are allocated at time and a half hours towards annual hours
* Hours on a fixed public holiday are allocated at single time extra hours towards annual hours plus a day off in lieu within 2 weeks
* Hours on infringed overnight breaks are allocated at single time extra hours towards annual hours plus compensating rest within 3 weeks

**Holiday Entitlement**

* Up to 3 years’ service - 4 weeks holiday plus 6 days floating public holidays (pro rata for the first year of service)
* 3 years or more - 4 weeks and 2 days holiday plus 6 days floating public holidays
* 5 years or more- 5 weeks holiday plus 6 days floating public holidays

Based on full-time employment, pro rata for part-time employees

**Public Holidays**

There are 4 nominated public holidays per year. Unless required for duty, you are entitled to the following public holidays New Year’s Day and 2nd January and Christmas Day and Boxing Day. If you are required to work on a public holiday, then you will be entitled to an alternative day off in lieu.

In addition, you are entitled to 6 floating days which will be added to your annual holiday entitlement. All entitlement is based on full-time employment and will be reduced on a pro rata basis for part-time employees.

All holiday time is included in your annual hours of 1170, you need to plan accordingly

**Pension**

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

* Are not already in one;
* Earn over £10,000 a year/£833 per month/£192 per week
* Are aged 22 or over; and
* Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

* You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;
* Horsecross Arts Ltd and you pay into it every payday;
* The government may also contribute through tax relief;
* Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you have the option to join the NEST pension scheme if you wish.

**Staff benefits**

* Free and discounted tickets for select Horsecross concerts and events
* Reduced rate on local authority gym and leisure memberships
* Discount on select meals from the Perth Theatre and Perth Concert Hall café and restaurants
* Be part of an award-winning team

NB: A basic disclosure check is a requirement of this post.

\*subject to review