



Information pack for the post of  
**Business Support Officer (Health & Safety, Insurance)**

Job reference number 1302

**Closing date: 1 June 2026 (noon)**

Interview date: w/c 15 June 2026

**Guidance on completing the application form.**

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

[www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

## **Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

## **Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

## **Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

## **Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

## **What happens after I submit in my application?**

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the

job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail [recruitment@spelthorne.gov.uk](mailto:recruitment@spelthorne.gov.uk) with any queries.

You are also able to apply online using [www.surreyjobs.info](http://www.surreyjobs.info)

**surreyjobs.info**  
A revolution for Public Sector jobs in Surrey  
[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)





### **Business Support Officer (Health & Safety, Insurance)**

Salary range £ 26,757 – £ 35,639 pa (Dependent on experience)

Permanent, Full Time, 36 hours per week

We are looking for a Health, Safety and Insurance Business Support Officer who has strong administrative and IT skills, excellent organisation, and communication skills to join our team and help us maintain high health, safety and insurance standards across the organisation.

This is an exciting and challenging opportunity to join the Corporate Health, Safety and Insurance team, providing key project support and day-to-day administrative assistance.

The role plays a vital part in ensuring the efficient delivery of statutory health and safety functions, insurance and claims management, training coordination, and a range of administrative and compliance-related activities.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

For an informal discussion about the post, please contact Karine Codd (Principal Health, Safety and Insurance Officer) on 01784 446270.

**Closing date: 1 June 2026**

Interview date: w/c 15 June 2026

**To apply please use the 'apply online' button below.**

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

### **Local Government Reorganisation (LGR)**

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#)

*Working towards equal opportunities*

**Strictly No Agencies**

## Job Description

<b>Date Prepared:</b>	30 April 2026
<b>Post Title:</b>	Business Support Officer (H&S, Insurance)
<b>Post Number:</b>	4413                      Grade: 3/5
<b>Service:</b>	Environmental Health
<b>Section Head:</b>	Group Head Place, Protection and Prosperity
<b>Report To:</b>	Principal Health, Safety and Insurance Officer (PHSIO)
<b>General Duties</b>	To provide administrative and coordination support to the Health, Safety and Insurance Team, ensuring efficient delivery of statutory functions, incident reporting, claims, training and administration and compliance related activities
<b>Essential Requirements:</b>	Good organisational skills. Good computer skills.

**General Responsibilities:**

**Equal Opportunities:**

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

**GDPR:**

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

**Health and Safety:**

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

**Particular duties and responsibilities:**

1. Under the direction of the Health and Safety Officer and the Principal Health, Safety & Insurance Officer (PHSIO), carry out all administrative functions contained within the Health & Safety policies and procedures.
2. At the direction of the Principal Health, Safety & Insurance Principal Officer, assist with the continuous improvement of administrative functions along with the production of standardised documents.
3. To work with the PHSIO to integrate sound risk management practices into the Council's processes for business planning, budget setting and performance management.

4. To work with the Council's external insurance service providers, providing oversight of their work so that external insurance protection is provided in accordance with legal agreements in place. Reporting progress, activity, and issues to the PHSIO, Management Team and the Health, Safety, Risk and Insurance Group (HSRI)
5. To meet personal targets and performance standards on time.

**General Duties:**

6. As part of the Health and Safety team, assist in arranging the purchase, allocation and issue of Display Screen Equipment eyesight vouchers and maintain financial records.
7. Under the guidance of the PHSIO, carry out research into relevant health and safety related subjects and assist with the implementation of any changes which may be necessary.
8. Provide general administrative support including preparing documents and reports
9. Manage shared Health & Safety, Insurance inbox
10. Prepare agendas, take minutes and track actions
11. Maintain, incident and safety data on the Safety Management System
12. Run reports for statutory requirements
13. Co-ordinate H& S training bookings and liaise with trainers and contractors
14. Assist with scheduling audits and reviews
15. Raise purchase orders, order and receive goods. Tie-up invoices. Deal with enquires from suppliers.
16. Maintain filing systems (electronic & hardcopy)
17. Collect incoming post and tie up with relevant files,
18. Prepare outgoing post and ensure received to post room by required time.
19. Provides administrative support to each member of the department in respect of general stationary requirements. Order equipment as required.
20. Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

# Person Specification

**Post: Business Support Officer (H&S, Insurance)**

**Post number: 4413**

Key job requirements	Desirable/ essential	Testing mechanism
<b>1. Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills and ability to provide effective presentations</li> <li>• Excellent organisational skills: the ability to manage a heavy workload and prioritise it to ensure that deadlines and targets are met</li> <li>• Ability to adopt a hands-on approach to compliance with health and safety</li> <li>• Ability to make rational decisions after consideration of all the available information</li> <li>• Computer literate</li> </ul>	Essential Essential Essential Essential Essential	App form/interview App form/interview App form/interview App form/Interview App form/interview
<b>2. Experience</b> <ul style="list-style-type: none"> <li>• Detailed and extensive relevant experience in a relevant and similar role</li> <li>• Develop, review and implement relevant policies and procedures</li> <li>• Providing practical advice and guidance to Managers and employees at all levels of the organisation on Health &amp; Safety matters</li> </ul>	Essential Essential Essential	App form/interview App form/interview App form/interview
<b>3. Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of operational Health and Safety</li> <li>• Understanding of the risk assessment process and implementation of control measures</li> <li>• Knowledge and understanding of UK insurance industry</li> </ul>	Desirable Desirable Desirable	App form/interview App form/interview App form/interview
<b>4. Qualifications</b> <ul style="list-style-type: none"> <li>• Good standard of secondary education</li> <li>• Recognised qualification in health &amp; safety, or insurance</li> </ul>	Essential Desirable	Proof (GCSE's, A-levels or equivalent) Proof
<b>5. Personal Qualities</b> <ul style="list-style-type: none"> <li>• Self-driven, enthusiastic and innovative approach</li> <li>• Good inter-personal skills, calm and confident in dealing with managers, council employees, contractors and the public.</li> <li>• Able to work on own initiative with minimum supervision, and as part of a team</li> <li>• Able to work in a flexible manner</li> </ul>	Essential Essential Essential Essential	App form/interview App form/interview App form/interview App form/interview