

Job Description – Health & Safety Inductions Assistant



Company: Festival Republic

Department: Health and Safety

Start Date: Friday 1st September 2023

End Date: Friday 22nd September 2023

Working hours: 08:00 – 20:00 with flexibility to work different hours as and when required

Day Rate: £30.80 per day

Role Description

Festival Republic Ltd is part of Live Nation Entertainment, which is the largest live entertainment company in the world. Live Nation Entertainment seeks to innovate and enhance the live entertainment experience for artists and fans: before, during and after the show.

We're looking for H&S Inductions Assistant to work with us at BBC Radio 2 in the Park in Leicester. This role is to support the onsite Health and Safety Team to deliver one of its key responsibilities in ensuring the safety of all workers and visitors at the event via the induction system. The Health and Safety Team is part of the Event Team, which coordinates all activities onsite to create and deliver the event. You will be expected to provide support to the team in any logistical, administrative and communication task required.

This will include checking that each worker or visitor has completed the induction and if required, delivering a short verbal induction before giving them a Health and Safety wristband.

Responsibilities

- Checking each person has completed the online induction
- Informing anyone who has not how and why they need to do so
- Getting the name, company and email address of every person who has had the full online induction before giving them their Health and Safety wristband
- Liaising with your line manager to inform them of how busy the induction cabin is and if anyone has problems with the induction
- Keeping the induction cabin tidy and well organised
- Supporting the Health and Safety and Event Team onsite as required.

Requirements

Skills, Knowledge, and Experience:

- This is an administration role so requires a high level of organisational ability
- Good all-round IT ability, this involves handling a database of information for the event.
- Must be over the age of 18

Behaviours:

The following attributes determine how the role will be carried out and are required to be a success.

- Extremely well organised
- Good team player with initiative to work individually
- Excellent time keeping and deadline management
- Ability to take instruction from colleagues
- Personable and customer-facing
- Able to work in a pressured environment
- Positive work ethic, as this role may involve long hours
- Used to being outdoors and working in non-office environments.

If you wish to apply for this position, please send a copy of your CV to leicesterevent@festivalrepublic.com by Monday 21st August 2023.