

**Internal and External Vacancy**  
**Organisational Development & HR Directorate**

**HR Assistant (Health and Safety) – Clydebank Campus (Ref: WCSR0000263)**  
**May be required to travel to other College campuses**  
**17.5 hours per week (to be agreed)**  
**Grade 3, £19552 - £21775 per annum pro rata**

We are seeking an approachable and well organized individual to implement an effective and efficient administrative support service for our newly formed Health and Safety Team.

You must be qualified to SCQF level 6, or equivalent in an Administrative or related subject. Health and Safety experience is not essential but you must have experience of working within a confidential administrative environment. You must also have excellent IT and communication skills, accuracy and attention to detail and an organised approach to your work.

In terms of personal qualities we are looking for a trustworthy and flexible attitude with the ability to remain calm under pressure.

Full details of the skills and qualities required can be found on the employee specification.

*Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Protection of Vulnerable Groups Scheme.*

To apply for the post, please visit the web site and apply online. If you require any assistance, please contact the HR team on 0141 581 2249/2250.

To view vacancies please click [here](#)

***Closing date for all completed applications is 22 January 2018***



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