

**CLOSING DATE:**

Thursday,
9th May 2013

J O B D E S C R I P T I O N

DEPARTMENT: RESOURCES

DIVISION/SECTION/UNIT: Human Resources & Organisational Development

TITLE: Health & Safety Officer

POST NO: CX HR1009 **GRADE:** Scale 5 to SO1

RESPONSIBLE TO: Principal Health & Safety Officer

1. MAIN PURPOSE OF JOB/JOB SUMMARY/OVERALL OBJECTIVE

- 1.1 To assist the Principal Health and Safety Officer in promoting and developing systems to continually improve the corporate safety culture based on compliance with health and safety legislation, corporate health, safety and wellbeing policies and best practice.
- 1.2 You will be asked to support the Corporate Health and Safety Service in its obligation to advise the Officers and employees of the Authority in their health, safety and wellbeing duties. The focus will be to lead by example and ensure that the contribution of employees to the Authority's overall aims and objectives can be maximised. The main aim will be to limit the potential for injury to both employees and non-employees during the delivery of our work and services and to assist in ensuring that the Authority meets its statutory duties and obligations.

2. SUMMARY OF MAIN DUTIES/KEY TASKS OF THE POST

- 2.1 To assist in the identification of hazards and risks and to undertake, proactive and reactive monitoring and review of Corporate, Service Unit, etc health and safety policies, procedures and organisational arrangements to ensure their suitability and sufficiency and their compliance with statute.
- 2.2 To advise the Service Managers and others on the implications of current, new and pending health and safety statutes, approved codes of practice, guidance etc and their impact on existing procedures and methods of operation.
- 2.3 To assist in the production of Corporate and Service Unit health, safety and wellbeing management procedures which contribute to Corporate Policy objectives and requirements of the Authority's Corporate Health and Safety Plan.

- 2.4 As directed to carry out inspections of Service Unit sites, workplaces, plant, equipment and activities including behaviour etc to advise the manager on compliance with all relevant statutory provision and to produce reports on remedial action as appropriate.
- 2.5 As directed to advise managers on safe procedures and safe systems of work.
- 2.6 As directed to undertake accident investigations, including the taking of statements and production of reports recommending appropriate remedial action for managers.
- 2.7 As directed to advise Service Unit managers on risk assessments and the appropriateness of equipment designed to meet health and safety legislation and or to protect the safety and health of employees and others.
- 2.8 To as directed produce accident and workplace ill-health statistics and analyse trends.
- 2.9 To as directed attend and provide advice to safety committees.
- 2.10 To deliver health and safety training in the form of toolbox talks as required by the Corporate Health and Safety and Manager
- 2.11 To assist in health and safety audit of Service Unit health and safety management systems.
- 2.12 As directed to deputize for the Principal Health and Safety Officer or Senior Health and Safety Officer in their absence.
- 2.13 To undertake all duties expected of a Health and Safety Officer as directed by the Health and Safety Manager
- 2.14 As directed to liaise with appropriate internal and external agencies to promote employee health, safety and wellbeing and fire safety such as Occupational Health, Health and Safety Executive and Fire Authority etc.
- 2.15 To assist in the preparation and co-ordination of activities which contributes to Authority-wide health, safety and well being awareness campaigns

3. GENERAL DUTIES

- 3.1 To assist in the development of initiatives, e.g. Investors in people; Performance Management and Appraisal; Continuous Professional Development etc.
- 3.2 To ensure that all activities are operated in accordance with Equal Opportunities.

4. HEALTH & SAFETY RESPONSIBILITIES

4.1 To undertake the Health and Safety responsibilities within the HASAWA 1974.

4.2 Employees have a duty of care;

- i) To take reasonable care for the health and safety of both themselves whilst at work and of other persons who may be affected by their acts or omissions (by what they do or do not do).
- ii) To co-operate with the employer so as to enable the duty imposed on them to be performed or complied with.
- iii) Not to interfere with, or misuse, anything provided for their health, safety or welfare.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly as part of the Performance/Appraisal process, and may be subject to other variance. You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade.

DATE PREPARED/ISSUED/REVIEWED: April 2013

SIGNATURE OF EMPLOYEE	SIGNATURE OF LINE MANAGER
Signed:	Signed:
Name:	Name:
Date:	Date:

**THANK YOU FOR APPLYING FOR A POSITION WITH
THE CITY & COUNTY OF SWANSEA**

Please note that this Department does not

- a) *acknowledge receipt of application forms and*
- b) *regret unsuccessful applications*

Therefore, as the normal recruitment and selection process can take up to six weeks, if you have not heard from us by this time, you should consider your application as unsuccessful.



PERSON SPECIFICATION

POST TITLE:	Health & Safety Officer	GRADE:	Scale 5 to SO1
DEPARTMENT:	Resources	SECTION:	HR & OD – Health & Safety

REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE

EDUCATION QUALIFICATIONS	Candidates must as a minimum possess NEBOSH General Certificate or an equivalent technical health and safety qualification (NVQ3 in Safety Practice). A Fire Safety qualification will also be an advantage.
TECHNICAL COMPETENCE	Candidates must possess the required level of technical competence in the work-related skills in the post.
EXPERIENCE	Candidates must have experience in health and safety duties and knowledge of health and safety law.
SKILLS & ABILITIES	Candidates for this post should already have a number of key skills and abilities which will enable them to carry out their health and safety and fire duties effectively: - 1. The ability to work on their own initiative and as part of a team supporting senior officers. 2. An understanding and appreciation of the roles of Members and the Officer/Member working relationship. 3. Good interpersonal skills in order to relate to all levels of staff within and external to the Organization. 4. Good communication skills. Candidates should possess the ability to make an effective presentation and be able to produce clearly written, concise and easily understood reports. 5. The ability to assist in the development of Corporate and Service Unit health and safety policies. 6. The ability to assist Managers in the essential requirement to undertake workplace risk assessments and to have abilities to lead Managers through risk assessment processes.

SKILLS & ABILITIES CONT'D	7. To support management in the processes employed for managing safety (active and re-active monitoring) and will participate by leading, persuading and influencing individuals 8. To adopt new safe working patterns, ideas and corporate health and safety initiatives. 9. Good analytical skills with the ability to solve problems logically and make appropriate decisions. This will include abilities to undertake accident investigations. 10. 9. The ability to respond positively to changes in the working environment and to deal with work pressures when they arise.
COMMITMENT TO EQUAL OPPORTUNITIES	Candidates should have commitment to the Council's Equal Opportunities Policy and an appreciation of how the policy affects Council procedures and practices.
SPECIAL REQUIREMENTS	METHOD OF TRAVEL: Use of own car for which the post holder must be appropriately insured for business purposes. Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling.