

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	CHIEF EXECUTIVE
<b>Division:</b>	HUMAN RESOURCES
<b>Section:</b>	EMPLOYMENT SERVICES
<b>Sub Section:</b>	COMMUNITY & CHILDREN'S, FRONTLINE & H&S
<b>Post Title:</b>	SENIOR HEALTH & SAFETY ASSISTANT
<b>Vision Post Number:</b>	15504
<b>Grade:</b>	GR8
<b>Responsible to:</b>	HEALTH & SAFETY ADVISER
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	HEALTH & SAFETY
<b>DBS Required Level:</b>	N/A
<b>Location:</b>	TY ELAI, WILLIAMSTOWN, TONYPANDY
<b>Date of Description:</b>	NOVEMBER 2019

### **KEY OBJECTIVES**

**To assist the health and safety team provide a comprehensive and authoritative service across all group directorates.**

### **SPECIFIC RESPONSIBILITY**

1. To undertake day to day operational health and safety activities and provide advice on best practice to service groups.

2. To assist in the development of a corporate health and safety policy and procedural framework.
3. To assist the Health and Safety Adviser in co-ordination of the Council's health and safety strategy in order to ensure the Council complies with its statutory responsibilities.
4. To assist in the production of statistics on accidents and produce reports for service groups and external agencies.
5. To collect, collate, monitor, interpret and report on various health and safety performance information.
6. To undertake health and safety inspections and investigations and report thereon.
7. To develop and deliver health and safety training.
8. To support team members as required.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE/ EDUCATION</b>	<p>NEBOSH General Certificate or equivalent.</p> <p>Firm commitment to Continuous Professional Development.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>	<p>NEBOSH National Diploma or equivalent.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	Experience in the provision of a health and safety function.	Experience of local government.
<b>COMPETENCIES</b>	<b>Technical, Specialist and Professional Competency Framework</b>	
<b>Working in Partnerships &amp; Teams</b>	<p><b>Builds lasting, positive &amp; supportive relationships with a wide variety of people.</b></p> <p>Will go 'over and above' what's normal to contribute to the team's effectiveness.</p>	

<b>Professional Expertise and Development</b>	<p><b>Analyses and evaluates information and data accurately.</b></p> <p>Understands and complies with external requirements, standards and benchmarks.</p>
<b>Achieving Results</b>	<p><b>Is proactive and flexible to changing demands and knows when to compromise.</b></p> <p>Anticipates potential problems and resolves them early.</p>
<b>Communicating Effectively</b>	<p><b>Produces excellent and accessible written information.</b></p> <p>Has excellent presentation skills.</p>
Focusing on Service Users	<p>Maintains appropriate customer confidentiality.</p> <p>Sets clear and realistic expectations for customers</p>
Creating and Responding to Change	<p>Responds quickly and effectively to both internal and external changes.</p> <p>Contributes ideas to better manage systems, processes or practices.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel independently in line with the requirements of the post and any training required.</p>