

# ROLE PROFILE



<b>Role profile</b>		
<b>Title</b>	Assistant Health Safety and Wellbeing Assurance Specialist	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	<b>N369</b>	
<b>Reports to:</b>	HSW Assurance Specialist	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	To provide HSW technical and co-ordination support services to the HSW service and assist with the provision of clear, consistent and quality HSW advice and guidance to customers, including council staff and external agencies. The provision of a range of professional HSW Technical services centred around maintaining the Corporate HSW Management System.	
<b>Key accountabilities and key measures</b>	<p><b>Role Outcomes</b></p> <ul style="list-style-type: none"> <li>Provides technical support for delivering the corporate HSW Management System and HSW Business plan to enable statutory and non-statutory compliance. (50%)</li> <li>Supports an excellent HSW culture to be developed, maintained and improved. (25%)</li> <li>Provides technical health, safety and wellbeing advice, support and information. (25%)</li> </ul>	<p><b>Role Measures</b></p> <ul style="list-style-type: none"> <li>HSW system is maintained effectively to ensure the timely recording, monitoring and reporting of risk and management information.</li> <li>Audit action plans monitored and outstanding actions reported and followed up in a timely way.</li> <li>The HSW Assurance Team is sighted on changes to legislation, best practice guidance and research at the earliest opportunity.</li> <li>Delivery of specific actions as requested in support of the HSW business plan.</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>Assist the HSW Assurance Advisors to analyse and interpret HSW metrics (5%)</li> <li>Work closely with and support the HSW Assurance Advisors and Wellbeing Co-ordinator to enable them to deliver their services throughout the organisation (10%)</li> <li>Ensure the Incident Reporting System is monitored on a daily basis to ensure RIDDOR Regulations are being adhered and incidents afforded the correct</li> </ul>	



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>level of investigation (10%)</p> <ul style="list-style-type: none"> <li>▪ Ensure the HSW Corporate Audit Programme is maintained and all audit activities monitored (10%)</li> <li>▪ Be responsible for ensuring all day-to-day HSW functions are planned communicated and coordinated to support the teams various activities (10%)</li> <li>▪ Working within recognised procedures, and use of initiative (10%)</li> <li>▪ Respond independently to unexpected problems and situations (9%)</li> <li>▪ Deliver high quality corporate HSW training/briefings, coaching and mentoring to meet statutory requirements and improve the skills of managers (10%)</li> <li>▪ Provides HSW technical services in order to generate income through sales of HSW traded services to schools and other partner organisations/customers (10%)</li> <li>▪ Assisting to drive improvements to the HSW culture across the organisation through implementation, monitoring, review and auditing of HSW management standards (10%)</li> <li>▪ As required, represent the organisation at external meetings, forums etc. e.g. South West Councils Safety Panels (1%)</li> <li>▪ Routinely monitor and maintain the OHS System to ensure its reports and management information is suitable and sufficient for the organisation (5%)</li> <li>▪ Undertake other duties appropriate to the grade of the post.</li> </ul>
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ NEBOSH NQF Level 3 National General Certificate</li> <li>▪ Demonstrable working knowledge of HSW</li> <li>▪ Good knowledge of HSW legislation relevant to Local Authorities</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ A recognised teaching/training/coaching qualification</li> <li>▪ A Health and Safety Management qualification at degree level or equivalent e.g. undertaking a HSW Diploma</li> <li>▪ Knowledge and experience of working with elected members &amp; trade unions</li> <li>▪ Knowledge and experience of a business partner methodology e.g. Ulrich</li> <li>▪ Membership of a professional H&amp;S body e.g. IOSH at Technician level.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of routine planning and coordinating HSW functions</li> <li>▪ Reasonable experience of providing HSW advice and support in a large multi-disciplinary organisation</li> <li>▪ Experience of organisation and promoting HSW projects</li> <li>▪ Experience of working in a team and providing support to other HSW professionals</li> <li>▪ Evidence of presenting clear and accurate HSW information</li> <li>▪ Experience of assisting in developing, reviewing and implementing HSW policies and guidance</li> <li>▪ Good understanding and experience of HSW management systems, processes and plans</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of developing and maintaining effective working relationships</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of conducting investigations and inspections with minimal supervision</li> <li>▪ Understanding of the Government's current priorities in relation to HSW</li> <li>▪ Experience in dealing with sensitive and complex wellbeing issues</li> <li>▪ Experience of liaising with the Health and Safety Executive and other regulatory public bodies</li> <li>▪ Experience of project management or playing a key role in the successful delivery of corporate initiatives and complex projects</li> <li>▪ Experience of HSW web based systems/self-service models</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to solve various problems relating to HSW e.g. writing technical reports and interpreting data, responding to enquiries</li> <li>▪ Highly developed and effective oral communication skills; includes training, presentation, negotiating, influencing to frontline staff and managers</li> <li>▪ Effective written communication skills; ability to produce reports e.g. investigations, policy, standards and HSW processes of an appropriate professional standard</li> <li>▪ Competent ICT skills to make effective use of e-systems, web based products, Microsoft Office software and the OHS system</li> <li>▪ Ability to deal with high mental demands and daily requirements for decision-making with HSW consequences for many people</li> <li>▪ Able to provide advice and direction regarding the councils HSW Management System</li> <li>▪ Planning, co-ordination and organisational skills to manage competing priorities and work pressures within own workload to meet deadlines and agreed outcomes e.g. to ensure the delivery of HSW corporate objectives and legal compliance</li> <li>▪ Skills to the develop and deliver of the HSW Training Programme</li> <li>▪ Competent in compiling and using HSW management information and metrics.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	