



## **HEALTH SAFETY AND WELLBEING CO-ORDINATOR**

**GRADE 12: SALARY £38,223 - £39,186**

**37 HOURS PER WEEK**

**POST NUMBER: 504444**

The above permanent vacancy has arisen within the Operational Risk Management Department, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX. The post holder will assist the Health, Safety and Wellbeing Manager in maintaining a Team that provides specialist health, safety and wellbeing advice and practical support across the Service.

### The key duties of the role: -

- Deputising for the Manager in their absence, responsibility for the Health, Safety & Wellbeing Officers and the Health, Safety & Wellbeing Administrator.
- Undertaking Health and Safety Audits internally and where appropriate, collaborating with peer group services, reporting and implementing recommendations where applicable.
- Service representation on internal and external working groups and panels both locally and nationally, requiring the successful candidate to travel independently using Service transport.
- Providing flexible availability for conducting health and safety related activities during evenings and weekends to support the requirements of our 24/7 emergency service.

Please Note: Welsh language skills are desirable but not essential for this post.

To find out more about this job role please contact the Health, Safety and Wellbeing Manager, Dave Cottrell by e-mail: [d-cottrell@southwales-fire.gov.uk](mailto:d-cottrell@southwales-fire.gov.uk) or by phone: 01443 232034.

We are a family friendly organisation, and a flexible working system is in operation. To see the benefits of working with us, please visit: <https://www.southwales-fire.gov.uk/working-with-us/benefits/>

The successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. Please note that this is a highly competitive process and only those who have fully demonstrated evidence against all the essential criteria on the person specification will go forward to the Selection Process. Welsh language skills are desirable but not essential for this post.

The closing date for receipt of applications is 12:00 midday 04/11/2024. Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) All internal applicants applying should apply via their portal, selecting "Current Vacancies" from the left-hand tab. The e-recruitment system will notify all applicants of results via email address provided at application.

All documentation is available in both Welsh and English, and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

**SWFRS believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.**

