

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Health, Safety and Wellbeing
Post	Health and Safety Co-ordinator
Post No	504444
Grade	12
Location	South Wales Fire & Rescue Service Headquarters
Responsible to	Health, Safety and Wellbeing Manager
Responsible for	Health, Safety and Wellbeing Officers x 2 Health, Safety and Wellbeing Administrator x 1

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To assist in providing a professional, quality and accurate advice and practical support service to South Wales Fire & Rescue Service's Fire Authority, Management and Employees, on all aspects of health, safety and wellbeing, to enable the Service to effectively discharge its statutory responsibilities.

To support the Health, Safety and Wellbeing Manager develop a positive health, safety and wellbeing culture across the whole Service.

DUTIES AND RESPONSIBILITIES

Primary Duties

1. To support the Health, Safety and Wellbeing Manager in developing the strategic direction of health, safety and wellbeing for the Service, providing a Corporate Health, Safety and Wellbeing approach and developing solutions for all employees and others, who may be affected by the actions of South Wales Fire and Rescue Service.
2. To deputise for the Health, Safety and Wellbeing Manager, acting as budget signatory when necessary, managing Health, Safety & Wellbeing in South Wales Fire and Rescue Service, as required by statutory provisions: - Health and Safety at Work Act 1974 and Management of Health and Safety Regulations 1999, and provide support and advice to other departments on the purchase of equipment.
3. To develop and manage the team's work streams (2 Officers and an Administrator), by supervising and supporting the team to achieve their objectives, making sure work is completed to a high standard.
4. To assist in the development and maintenance of performance management indicators and report against them at established intervals, and Conduct appraisals to support the team's development needs through coaching and mentoring and to contribute to the achievement of the H&S Team's actions within the Department & Directorate and Departmental Plans.

5. To monitor and review specific Health and Safety policies and procedures, within programmed review periods and in line with legislative requirements and ensure the solutions to any impacts of changes to Health and Safety legislation are implemented.
6. To assist in the development of a suitable and robust risk assessment portfolio, fit for the future, providing support and guidance to responsible staff as required, and where necessary, carry out, monitor and review risk assessments for identified activities.
7. To support and develop various methods of communication within the organisation and participate in the development of a monthly Health, Safety and Wellbeing Newsletter, to promote and champion a positive health, safety and wellbeing culture and raise awareness of health and safety issues within Service.
8. To provide advice, guidance and support for line managers and employees to address day-to-day health, safety and wellbeing issues and provide a longer-term focus relating to successful health and safety management.
9. To evaluate statistical information, to advise senior managers and support the making of informed decisions for the promotion of positive Health, Safety and Wellbeing best practice.
10. To represent the Service on Health and Safety working parties/panels/groups and committees, internally and externally, locally and nationally, as appropriate.
11. To assist in the development and delivery of robust, automated and functional systems that maximise the use of technology to deliver an effective self-service health and safety provision e.g. automated H&S accident report forms, library of health and safety publications, library of risk assessments etc.
12. To Monitor the Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations (RIDDOR) duties, investigating, compiling and forwarding incident reports to the enforcing authority, as required.
13. To undertake Health and Safety Audits internally and report and implement recommendations where applicable where appropriate.
14. To work in collaboration with peer group Services, other organisation and other Fire and Rescue Services to obtain efficiency, effectiveness and economic use of resources.
15. To assist in the review of Key Performance Indicators - KPI's, annual performance and preparation of annual report of accidents, near miss events, departmental performance and any other matters of health, safety and wellbeing for the Director, Executive and Senior Management Teams, Commissioners and on the instigation of new or updated processes.

General Duties

16. To Manage the budget for IOSH training and to ensure all service managers are provided with the training in a timely manner. In addition, to also assist in the general health and safety training of employees in line with policy and procedures when required.
17. To work collaboratively with other organisations where appropriate e.g. other FRS, in the quest for efficiency, effectiveness and economic use of resources.
18. To provide confidential advice to members of the Service in respect of Health, Safety and Wellbeing issues as and when appropriate.

19. To attend and monitor operational incidents and exercises when required and provide confidential Health, Safety and Wellbeing advice to members of the service as and when needed.
20. To undertake and maintain competencies with Continuing Professional Development requirements as required by Health and Safety professional organisations.
21. To assist in the development of strategies, supporting plans and policies and procedures to always ensure that the quality of the services provided in relation to Health, Safety and Wellbeing are achieving the Service's aims and objectives.
22. To discharge such other duties as required from time to time commensurate with the post and grade.

Standard Service Requirements

- To attend in-house and external training courses as required.
- To achieve relevant qualifications within appropriate timescales to support job role.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or initiative that may be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties challenging inappropriate behaviour, attitudes and discrimination at all times.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.
- Maintain confidentiality and ensure compliance regarding Data Protection issues.

Organisational Values

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times: -

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

