

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: DSO Compliance Officer (Health and Safety)	Grade: SSA PO3 (£42,192 to £51,124)
Section: Highways Operations and Street Scene	Directorate: Environment and Community Services
Responsible to following manager: Performance and Projects Manager	Responsible for following staff: N/A
Post Number/s: RWECFS1	Last review date: December 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible for ensuring Direct Services Organisation's compliance with both Health and Safety legislation and Human Resources policies and procedures through monitoring, reviewing, and auditing of existing policies and procedures and to ensure that suitable Health and Safety information, along with HR Instruction and training is provided.

Specific Duties and Responsibilities

1. Ensures a safe workplace environment without risk to health.
2. Ensures that all Health and Safety related policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
3. Ensures Highway Operations and Street Scene Division meets its statutory and ISI obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting (e.g. RIDDOR).
4. Ensures the completion and regular review of risk assessments for all relevant activities across Direct Services Organisation's operations and environments.
5. Ensures that all accidents are documented, investigated, and recommended improvements implemented.
6. Works with the Head of Direct Services Organisation to ensure that safety inspections are carried out, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities.
7. Ensures full and accurate health and safety and training records are maintained.
8. Ensures a full programme of documented health and safety inspections, audits and checks.
9. Establishes and implements a structured programme of health and safety training throughout the Direct Services Organisation, including toolbox talks and employee inductions.
10. Designs and delivers appropriate training programmes.
11. Manages and devises the agenda for, formulates and distributes minutes for the Health and Safety meetings. Ensures that all agreed action points are completed within deadlines.
12. Keeps up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes to the business.
13. Provides statistical information on health and safety issues for Divisional Senior Management Team.



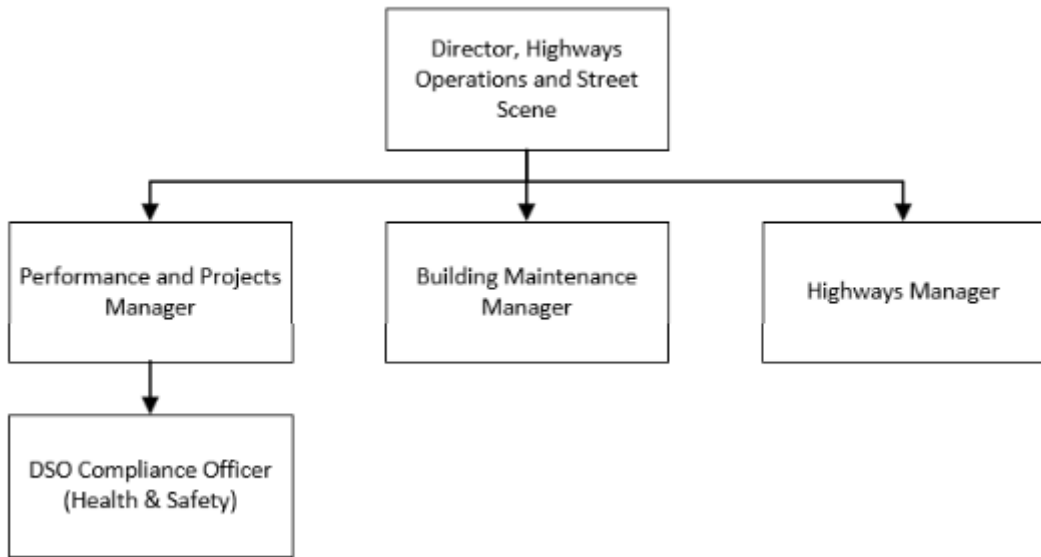
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Contributes as a key officer to borough Emergency Plan/Civic Contingency Plan when required including working out of hours service in support of winter service provision, stand by and the provision of depot access out of hours service.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of current building trade working practices	X		I
Working knowledge of the Management of Health and Safety at Work Regulations 1999. The Construction Design and Management Regulations 2015 and the Health and Safety at Work Act 1974.	X		I
Experience	Essential	Desirable	Assessed
Knowledge and experience of managing contracts relating to building works, including health and safety elements.		X	I

Skills	Essential	Desirable	Assessed
Numeracy skills and able to carry out duties such as estimates and monitoring budgets.	X		I
Computer literate with ability to input and extract data and present health and safety data to Management Team.	X		I
Proven verbal and written communication skills, and effective negotiating and influencing skills.	X		I
Ability to undertake site inspections including use of ladders and scaffolding.	X		I
Ability to successfully co-ordinate several different tasks at any one time, often with conflicting deadlines.	X		I
Ability to use own initiative.	X		I
Ability to organise own work and to be able to work with minimum supervision.	X		I
An effective team player.	X		I
Ability to effectively impart knowledge to staff and accept additional responsibility.	X		I
Must be able to demonstrate flexibility to meet demands of working hours.	X		I
Commitment to attending site meetings out of normal working hours e.g. tenant and resident liaison meetings.	X		I
Qualifications	Essential	Desirable	Assessed
NEBOSH National General Certificate		X	C

A – Application form / CV

I – Interview

T – Test

C - Certificate