

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: DSO Compliance Officer (Health and Safety & Human Resources)	Grade: MOA Pay Scale Point 36 (£41,043)
Section: Direct Services Organisation	Directorate: Environment and Community Services
Responsible to following manager: Performance and Projects Manager	Responsible for following staff: N/A
Post Number/s: RWECS1	Last review date: March 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

Health And Safety compliance

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.

Human Resources compliance

1. Be the go between for HR Business Partners and DSO Management for day-to-day HR staff issues in a confidential manner.
2. Monitors absence management and follows policies and procedures applicable to the code i.e., setting up review meetings, writing and issuing of meeting appointment and outcome letters etc...

3. Monitors and records annual leave and any special leave requests
4. Liaison between Management and HR team in dealing with all recruitment matters from start to finish.
5. Assists the Finance and Support manager with payroll issues as and when necessary.
6. Inputs any necessary information onto the iTrent system i.e., sickness, annual leave (where necessary), return to work etc...
7. At the requests of management, issues requests for Occupational Health appointments when required.
8. Continuous liaison with the HR team regarding all HR staff matters within the DSO.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- 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 the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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.

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below)
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 (General Certificate) qualified or working towards NEBOSH certificate	X		I/C

A – Application form / CV

I – Interview

T – Test

C – Certificate

Team structure

