**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  DSO Compliance Officer (Health and Safety) | **Grade**:  OSSR (OS34 – OS38) £34,227 – £37,617 plus end of year profit share. |
| **Section:**  Direct Services | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Head of Direct Services Organisation | **Responsible for following staff:**  N/A |
| **Post Number:**  **RWECFS1** | **Last review date:**  November 2021 |

**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 Health and Safety legislation through monitoring, reviewing and auditing of existing policies and procedures and to ensure that suitable Health and Safety information, 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, 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 a structured programme of health and safety training throughout the Direct Services Organisation, including tool box 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 communicates 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 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 (LALO) in the 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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| **Post Number:**  **RWECFS1** | **Last Review Date:**  November 2021 |

**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.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of current building trade working practices | 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. | **I** |
| **Experience** | |
| Knowledge and experience of managing contracts, including health and safety elements, relating to building works. | I |
| **Skills** | |
| Numeracy skills and able to carry out duties such as estimates and monitoring budgets. | I |
| Computer literate with ability to input and extract data and present health and safety data to Management Team | I |
| Proven verbal and written communication skills, and effective negotiating and influencing skills. | I |
| Ability to undertake site inspections including use of ladders and scaffolding. | I |
| Ability to successfully co-ordinate several different tasks at any one time, often with conflicting deadlines. | I |
| Ability to use own initiative | I |
| Ability to organise own work and to be able to work with minimum supervision. | I |
| An effective team player. | I |
| Ability to effectively impart knowledge to staff and accept additional responsibility. | I |
| Must be able to demonstrate flexibility to meet demands of working hours. | I |
| Commitment to attending site meetings out of normal working hours e.g. tenant and resident liaison meetings. | I |
| **Qualifications** | |
| NEBOSH (General Certificate) qualified or working towards NEBOSH certificate | I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**