**Job Profile**

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| **Provisional Job Title:** Health and Safety Support Assistant (12 months Fixed Term Maternity Cover)  | **Grade**: Scale 5 to SO1 |
| **Section:** Health and Safety | **Directorate:** Administration |
| **Responsible to:**Head of Health and Safety | **Responsible for:**Nil |
| **Post Number/s: A1711** | **Date** July 2020 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

The Postholder is responsible for helping to ensure the continued compliance with health, safety and welfare statutory requirements and business best practice throughout Wandsworth Council, working in conjunction with and as a part of the Health and Safety Team.

**Specific Duties and Responsibilities:**

1. Maintaining the accident reporting system:
* receiving and checking of all accident reports,
* contacting the sender for additional information where incomplete,
* prioritising passing to a member of the H&S Team for signature, for example by ascertaining whether the accident is RIDDOR reportable,
* transcribing details to the accident database and onto iTrent.
1. Controlling the inspection and audit programme:
* maintaining the inspection spreadsheet,
* prioritising the inspection programme,
* scheduling all inspections carried out by the H&S Advisers and H&S Officers,
* chasing Action Plans and passing returns to the H&S Advisers and H&S Officers.
1. Managing corporate H&S training:
* timetabling corporate training,
* allocating trainer to each event,
* booking rooms,
* recording test results and feedback on spreadsheets and onto iTrent.
1. Initial contact for H&S enquiries:
* answering phone or e-mail enquiries,
* prioritising and passing complex queries to Head of Health and Safety.
1. Maintaining the Traded Services service
* keeping the schools spreadsheet up to date,
* ensuring the timetabling of all inspections,
* raising invoices for non-maintained schools and external establishments,
* using Info4Schools to maintain all orders and payment from maintained and non-maintained services
* ensuring payment is received and funds received are deposited with the Cashier and allocated to the correct cost centre.
* using Integra to ensure orders are placed correctly and charged via journals
1. Acting as the Administration Department point of contact for the Check Before Contact Register working with Directorates
* entering new staff or contractor users onto the CBCR,
* entering details of offenders onto the CBCR,
* checking the CBCR and flagging those offenders who are due for formal review.
1. Responsibilities with respect to the HQ Complex Emergency Evacuation Plan
* recruitment of Fire Marshals,
* updating Evacuation Plan drawings and flowcharts,
* arranging training sessions for Fire Marshals and Emergency Control Officers,
* arranging practice evacuations,
* writing initial reports on evacuations.
1. Acting as minutes secretary and drafting agenda for:
* the Health and Safety Joint Consultative Committee,
* Departmental Health and Safety Liaison Officers Working Group,
* Check Before Contact Register Working Group.
* Other Resources led meetings as appropriate

**Additional Duties and Responsibilities for progressing to grade Scale 6**

1. Delivering health and safety training both at the Town Hall and on-site and preparing individual briefings and presentations as required to enable the Council to ensure its managers and staff have the necessary competence to fulfil their health and safety responsibilities.
2. A relevant health and safety qualification, for example NEBOSH National General Certificate in Health and Safety.

**Additional Duties and Responsibilities for progressing to grade SO1**

1. Conducting health and safety minor audits and inspections of Council workplaces following a planned programme. Producing written reports showing qualitative and quantitative assessments and an Action Plan to be produced within 5 working days of the visit. Making timely formal follow-ups of Action Plans produced following inspection and audit visits.
2. Promoting and developing a positive health and safety culture amongst staff by providing a practical approach to health and safety management, identifying realistic cost-effective solutions to potential health and safety related problems.
3. Supporting managers in developing and maintaining robust risk assessments and providing specialist training and guidance where required. Identifying appropriate cost effective and pragmatic actions to mitigate any risks identified ensuring such assessments are proportionate to the overall level of risk.
4. Assisting establishments in the investigation of accidents, assaults or dangerous occurrences producing a written report where required.
5. A minimum of 1 years’ experience in a relevant health and safety position.

**Linked Grade Progression**

Progression through the grade is based on the long-term needs of the service and the wider needs of the SSA and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with HR. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

**Generic Duties and Responsibilities**

1. Maintaining an excellent professional working relationship with colleagues both health and safety and occupational health, Departmental Health and Safety Liaison Officers and with Trade Union Health and Safety Representatives. Developing excellent professional working relationships with all areas of the Council both at Headquarters and in the outfield (schools, sheltered housing, sports facilities, etc.)
2. Maintaining professional knowledge and skills and keeping abreast of new developments in the field of health and safety, both statutory and best practice. Participating in formal Continuing Professional Development as required.
3. Contributing to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
4. Complying with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
5. Promoting equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.
6. Understanding both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
7. 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**

Responsible for issuing invoices for services rendered and for ensuring all cheques received are allocated to the Health and Safety cost centre and paid into the Cashier on receipt.

The Health and Safety Team is located in the Wandsworth Town Hall, but staff will work across both Richmond and Wandsworth Boroughs, being within the Twickenham Civic Centre for one day on alternate weeks, this may increase dependent on the demand of the service.

**Current Team structure**



Assistant Director of Resources

(

Financial Services

)

Head of

Health and Safety



Health and Safety

Advisor



Health and Safety

Advisor



Health and Safety

Officer



Health and Safety

Officer



Health and Safety

Support Assistant

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| **Provisional Job Title:** Health and Safety Support Assistant (Fixed term - Maternity cover) | **Grade**: Scale 5 to SO1 |
| **Section:** Health and Safety | **Directorate:** Resources |
| **Responsible to:** Health and Safety Manager  | **Responsible for:** Nil |
| **Post Number/s:** A1711 | **Date** – July 2020 |

**Our Values and Behaviours[[1]](#footnote-1)**

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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision.
* taking a team approach that values collaboration and partnership working

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| * Knowledge of health and safety law acquired through a relevant course
 | A&I |
| * Work experience in a health and safety function.
 | A&I |
| **Experience**  |
| * Familiarity with local government structure and services preferably at county/unitary level
 | A&I |
| * Familiarity with accident reporting databases
 | A&I |
| **Skills**  |
| * Ability to use Microsoft Office 2010 packages to, for example, produce reports, maintain spreadsheets and produce training slides (principally Word, Excel, PowerPoint and Outlook)
 | A&I |
| * Experience of assimilating complex information and tailoring this to Client needs when providing advice and support
 | A&I |
| * Able to concentrate in a busy environment and deal with frequent interruptions
 | A&I |
| * Self-motivator as well as working as part of a team
 | A&I |
| **Qualifications**  |
|  |  |
| **Additional Requirements for progression to grade Scale 6:** |
| One years’ experience in a relevant health and safety position | A&I |
| **Additional Requirements for progression to grade SO1:** |
| Attaining qualification such as NEBOSH General Certificate in Health and Safety. | C |

1. These values and behaviours are part of the established SSA - will be developed further as the SSA becomes established. <https://recruitment.richmondandwandsworth.gov.uk/about-us> [↑](#footnote-ref-1)