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| **Department** | **Chief Executive’s** |
| **Job Title** | **HEALTH, SAFETY & WELLBEING pRACTITIONER** |
| **Grade** | Level 3 / Grade G |
| **Primary Purpose of Job** | To contribute to the provision of a professional health, safety and wellbeing service, which supports the Council’s aims and facilitates the effective management of health and safety, in order to ensure both statutory requirements and best practice.  To contribute to the delivery of services in line with Contracts and Service Level Agreements (SLA’s), securing income generation to maintain service levels, including for external organisations / clients and schools. |
| **Reporting To** | Senior Health, Safety & Wellbeing Practitioner |
| **Staffing**  **Responsibilities** | N/A |

**Main Duties**

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| **1** | To work as part of the Health, Safety and Wellbeing Team to support the delivery of an effective, high quality service | |
| **2** | To support the delivery of services at an operational level. Respond to reactive service requests and participate in proactive work programmes, including.   * Assisting Managers and Headteachers with risk assessments, as appropriate. * Assisting in undertaking audits and inspections. * Assisting in investigating accidents, incidents and occupational ill health. * Delivering briefings, presentations and training sessions | |
| **3** | To support managers in operating the OSH management system / framework and provide advice and guidance on OSH matters | |
| **4** | Utilise administrative systems for recording and monitoring information relating to health, safety and wellbeing matters | |
| **5** | Deliver services in accordance with Service Standards, Service Level Agreements (SLA’s) and Contracts. Support income generation in respect of the delivery of services for schools and other external organisations | |
| **6** | Provide specialist health and safety advice to all areas of the Council and schools, including those relating to supporting service users and pupils with additional needs; be creative in identifying solutions to problems that arise | |
| **7** | Through audit and inspection, monitor and evaluate operating practices, comparing them against OSH policy, guidelines, standards, best practice and legislative requirements, making and implementing recommendations for improvement as appropriate | |
| **8** | Investigate and analyse major / high risk accidents, incidents and occupational ill health, using appropriate techniques, to accurately determine direct and indirect causes and trends and recommend action / changes to prevent recurrence. Ensure that corrective action is taken wherever health and safety failings occur, in liaison with the respective Directors, Managers and the Head of Occupational Safety and Health. Liaise with the Health and Safety Executive, and others, as necessary. Assist the Council in any defence necessary in the event of any (potential) enforcement action | |
| **9** | Undertake research and assist in the development, implementation, and updating of corporate, departmental and school specific policies, procedures and systems, necessary for the effective functioning of health and safety | |
| **10** | Contribute to the development and achievement of the service’s ‘Service Improvement Action Plan’ (SIAP) and assist in projects aimed at continually improving services | |
| **11** | Respond to any changes and unplanned / unanticipated events to mitigate any potential negative impacts on agreed plans and the reputation of the service. | |
| **12** | Work effectively with Managers, Head Teachers, School Governors and other staff, including HR, in ensuring legislative compliance and assisting with issues such as stress, rehabilitation and inclusion, reasonable adjustments, sickness absence and the management of change. | |
| **13** | Represent OSH at Departmental Joint Consultative Committees and other Trade Union meetings, and on corporate and departmental working groups, as required. | |
| **14** | Supply timely and accurate management information, analysis and reports as required. | |
| **15** | Effectively manage own diary and utilisation of time | |
| **Date Job Description prepared/updated:** | | **March 2020** |
| **Job Description prepared by:** | | **Head of Occupational Health, Safety and Wellbeing** |

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| **Department** | | | **Chief Executive’s** | | | |
| **Job Title** | | | **Level 3- HEALTH, SAFETY & WELLBEING pRACTITIONER** | | | |
| **Stage One** | | | Disabled candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1 | A thorough knowledge of health and safety legislation, current approaches and strategies, and the ability to apply these within a local authority context to ensure healthy & safe working environments & practices. Able to influence and develop OSH policy, objectives and practice. | | | | | Application / Interview / Exercise |
| 2 | A good knowledge of relevant health and safety management systems, including BS OHSAS 18001:2007, and the ability to apply their principles in providing advice and recommendations, and assisting Managers to effectively manage health and safety. | | | | | Application / Interview / Presentation |
| 3 | An outline knowledge of current HR practice, policy and best practice, in order to advise on sickness absence and ill health, etc. in the context of OSH. | | | | | Application / Interview |
| 4 | Able to understand and apply principles of contract management, performance management and customer relations management in the effective delivery of services and Contracts / SLA’s. | | | | | Interview / Presentation |
| 5 | Able to influence and develop corporate, departmental and school specific Health and Safety Policy and practice. | | | | | Application / interview |
| 6 | Able to proactively support others through change. | | | | | Application / Interview / Exercise |
| 7 | Able to write effective reports for a variety of audiences that are clear and concise, and prompt swift action. | | | | | Application / Interview / Exercise |
| 8 | Able to establish rapport with a wide range of clients with different needs / presenting concerns. Able to network & work effectively with others, presenting a positive and ‘can do’ approach to work. | | | | | Application / Interview |
| 9 | Able to prioritise and manage own workloads. Able to work under pressure, to deadlines, and in a busy environment, coping with unplanned changes in activity due to workloads to ensure an effective service. | | | | | Application / Interview / Exercise |
| 10 | Able to positively work with others in a team environment | | | | | Application / Interview |
| 11. | Able to present professional image. Able to present self-confidently and communicate effectively, both orally and in writing. Able to deliver briefings / training | | | | | Application / Interview / Exercise / Presentation |
| 12 | Able to use safety related technology and equipment for measurement and test purposes. | | | | | Application / Interview / Exercise |
| 13. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | NEBOSH Diploma, or equivalent, with experience in all aspects of the principal responsibilities of the post. | | | Application / Exercise / Interview | |
| 2. | | Experience of applying the principles of OSH to complex situations, including ill health cases. | | | Application / Interview | |
| 3. | | Chartered Membership of the Institute of Occupational Safety & Health (IOSH) – or equivalent professional body. | | | Application / Interview | |
| 4. | | Minimum 3 years practical experience of health and safety in a relevant type organisation. | | | Application / Interview | |
| 5. | | Competent in the use of ICT, including word processing, databases and spreadsheets. Knowledge of Microsoft Office packages. | | | Application / Interview / Exercise | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | The Health, Safety and Wellbeing Service operates ‘extended hours’ in the provision of its services (between 08:00 and 19:00hrs). The post holder will be required to work within (and including) these times.  Additionally, the nature and demands of the postholder’s time are not always predictable. There will be an expectation that work may be required outside of these extended hours, such as in responding to a fatal accident or supporting an event, such as the Christmas | | | Application/Interview | |
| 2. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form  Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. | A knowledge of current education legislation, approaches and strategies. | | | | | Application / Interview |
| 2. | Knowledge of health and safety in relation to schools and educational establishments (Science / Design Technology / PE) | | | | | Application |
| 3. | Knowledge of the management of health and safety during construction / demolition works | | | | | Application |
| 4. | Technical skills and knowledge for the testing of Fume Cupboards and use of safety technology. | | | | | Application |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Experience of working within a confidential environment. | | | | | Application Form / Interview |
| 2. | Practical experience of health and safety within a school environment. | | | | | Application |

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| **Date Person Specification prepared/updated:** | **March 2020** |
| **Person Specification prepared by:** | **Head of Occupational Health, Safety and Wellbeing** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.