

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	RESOURCES
SECTION:	SAFETY TEAM, HR and PAYROLL
LOCATION:	NUMBER 1 RIVERSIDE, SMITH STREET, ROCHDALE
JOB TITLE:	SAFETY SUPPORT OFFICER
POST NUMBER:	
Grade:	5
Accountable to:	CORPORATE SAFETY ADVISER
Accountable for:	NONE
Hours of Duty:	37 hours within the Council's Work Life Balance scheme

Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>
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The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Under the general direction of the Corporate Safety Adviser, to provide technical health and safety support to the Safety Team including:

- Assisting with the monitoring of schools health and safety compliance against legislation and council policy by carrying out routine safety audits;
- Undertake a full range of safety based technical, administrative and communication tasks to support the Safety Team.
- Carry out workstation assessments and specified ergonomic analyses, and provide recommendations for modification, adaptations or specialist equipment.

Control of Resources

Personnel

Responsible for the direction, support and motivation of themselves.

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority. Responsible for that part of the Service's resources which relate to the work of the post holder.

Equipment/Materials

To be responsible for all materials and equipment from time to time issued to the post holder or used by staff allocated to the post holder.

Health/Safety/Welfare

Responsible for the safety and welfare of them self and colleagues in accordance with the health and safety policies and procedures of the Council.

Equality and Diversity

To work in accordance with the Authority's policy relating to the promotion of equality and diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Management and staff of the Council and its partners, headteachers, governors and school based staff, members of the Council and trade union representatives.

External

Service providers and suppliers.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people;
- Focusing on customers;
- Acting with integrity;
- Using time and money wisely;
- Working together; and
- Always learning and improving.

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

- 1 Carry out school safety audits using standard checklists. Interpret findings to produce timely and accurate reports and action plans with recommendations on compliance with health and safety legislation under the direction of the Corporate Safety Adviser.
- 2 Present findings of audits to the responsible person and undertake follow-up visits to monitor compliance and progress against the action plans. Provide appropriate advice and practical solutions on compliance under the direction of the Corporate Safety Adviser and the Senior Safety Advisors.
- 3 Analyse incident reports, carrying out follow-up enquires when necessary. Complete RIDDOR reports as appropriate under the direction of the Corporate Safety Adviser and the Senior Safety Advisors.
- 4 Undertake DSE and workplace assessments for employees with specified health conditions and provide advice on actions to ensure healthy posture and suitable workstation setup. Make recommendations for improvement and/or alternative specialist equipment as required. Refer complex or unresolved situations to the Corporate Safety Advisor.
- 5 Ensure the timetabling and production of management incident statistic reports as requested, to be produced to specified deadlines for presentation at pre-set meetings and committees.
- 6 Provide support with the implementation of wellbeing initiatives across the Authority.
- 7 Assist with the administration of safety related documentation / systems e.g. event applications, intranet guidance updates, incident reporting application maintenance, etc.
- 8 Provide a telephone support service. Deal with a wide range of health and safety enquiries, signposting to the correct technical or legislative guidance or the appropriate team member.
- 9 Produce responses to Freedom of Information and Subject Access Requests within the specified timescale.
- 10 Assist members of the Safety Team in research of health and safety information and the sourcing of specialist equipment and materials.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he / she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Nancy Wilson</u>	Date	<u>July 2018</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Resources	Post:	Safety Support Officer
Section :	Safety Team	Post Number :	121088
Job Ref:		Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF - Application Form I - Interview A - Assessment
(a) Special Working Conditions			
1	Do you have the physical ability to tour premises to carry out school inspections, including accessing cellars, playgrounds, kitchens, workshops, boiler rooms, etc.	E	AF / I
(b) Qualifications and Experience			
1	Give details of your NEBOSH General Certificate in Health and Safety.	E	AF / Production of certificate at interview
2	Experience of PC software including MS word, excel, internet and e-mail.	E	AF / Test
(c) Skills and Knowledge			
1	Give details of your working knowledge of health and safety regulations and the legal implications of these within a school environment.	E	AF / I
2	Demonstrate your experience of dealing with people at all levels. Show that you have good interpersonal communication skills with the ability to persuade, influence and negotiate.	E	AF / I
3	Give examples of where you have used your confidence to liaise with individuals including those who may have physical difficulties at work, to senior managers, head teachers etc. by telephone or in person. Show that you have a strong customer service ethic with a cheerful and confident manner and awareness of business etiquette.	E	AF / I
4	Demonstrate your experience of PC software including MS word, excel, internet and email and your ability to extract information and format documents.	E	AF / Test
5	Demonstrate your ability to produce a high standard of written and spoken English.	E	AF / Test

6	Demonstrate your awareness of the main principles for safe working postures and positions, and common problems / solutions. Give examples of where you have had to empathise and deal diplomatically and respectfully with individuals who have pain or discomfort, specific health conditions, may be pregnant, or have disabilities.	E	AF / I
7	Demonstrate that you have good time management skills, that you are organised and can prioritise your workload to produce work to identified deadlines.	E	AF / I
8	Give examples of where you have used your knowledge and experience to deal with health and safety issues within a school environment.	E	AF / I
9	Demonstrate your ability to evaluate risks and make decisions based on the reasonably practicable principles.	E	AF / I / Test
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF / I
2	If applying as part of the Armed Forces Scheme, please confirm your last long term employer was the Armed Forces.	D	AF / I
3	If applying as part of the Armed Forces Scheme, please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF / I