



# Role Profile

## Lead Officer (Manual Handling)

Reference No:	A4436		
Service:	Human Resources – Health & Safety and People Analytics		
Job Family:	Health & Safety	Grade:	FC9

### Purpose

Assist the HR Service Manager (Health & Safety and People Analytics) to develop and monitor an effective strategy for safe moving and handling and manual handling within Fife Council. Ensure effective policy and procedures meet statutory requirements and reduce MSK disorders. Covering a range of handling situations with people and loads, use of Display Screen Equipment and promotion of physical wellbeing. Keeping staff safe and well at work whilst maintaining the goal of enhancing the quality of care for service users with complex needs.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- Developing, implementing and reviewing the corporate moving and handling policy and procedures to ensure they remain current and promoting safe practice.
- Managing provision of certified First Aid and Food Hygiene training in designated service(s)
- Ensuring the provision of a specialist assessment and advisory service in difficult, serious and complex situations. Ensuring that advice is documented appropriately.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

- Educated to SCQF level 9 on Occupational Therapy, Physiotherapy or Nursing which includes a Degree or equivalent. ✓
- Post registration graduation to certificate of diploma level in relevant course (e.g. ergonomics) ✓
- Membership of National Back Exchange/ Scottish Manual Handling forum. Registered with relevant professional body. ✓

E = Essential Criteria   D = Desirable Criteria

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<p>Leading the development of the moving and handling and manual handling function by continuous review, improvement and development, and by implementing changes to operational practices in line with changing objectives and resources. Meet Scottish Manual Handling Passport audit requirements.</p> <p>Advice to M&amp;H Advisers and Keytrainers seeking advice on complex situations e.g. Plus size cases, conflicts between service user needs and risks to care staff.</p> <p>Manage and monitor allocated budget for training resources (training room management, sourcing new and up-to-date equipment) and service arrangements associated with LOLER.</p> <p>Ensure training room equipment is maintained and fit for purpose. Arrange for replacement as required.</p>	<p>Recognised training and/or teaching qualification</p> <p>Ability to manage conflicting priorities</p> <p>Ability to contribute at a strategic level and to lead strategic development.</p> <p>Analytical approach to problem solving and ability to determine creative and practical solutions</p> <p>Customer service skills aligned with strong organisational, business and professional awareness. Clear and effective written communication skills</p> <p>Project Management skills, experience of collaborative working and maintaining effective working relationships</p> <p>Experience in undertaking and advising on complex assessments.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Ensuring that council activities undertaken follow risk identification and assessment procedures and safe practice and that a quality service is provided.</p>	<p>Ability to mediate, influence and facilitate in difficult and emotional situations between Allied Health Professionals, managers, carers and relatives to ensure the service user/child or young person's needs are met and rights are respected in line with care standards and legislation.</p> <p>Extensive experience of Moving and Handling people which includes teaching others, including other professionals.</p>	<p>✓</p> <p>✓</p>	

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	Detailed knowledge of legislation relating to manual handling inanimate loads and moving and handling people (Health and Safety, Human Rights, GIRFEC etc) and experiencing of balancing them.	✓	
<p>Producing and presenting reports and other documentation as required to implement and deploy strategy and supporting guidance. Identifying emerging issues, risks and changing legislation, leading major projects as appropriate to ensure effective compliance. Contributing to policy development within Fife Council.</p> <p>Collect and analyse performance data in respect of moving and handling training, activities and accidents. Use and contribute to other performance measures and tools to support production of – SPI's, KPI's, benchmarking and quality assurance e.g. EFQM</p>	Ability to provide a regular and effective service	✓	
Promoting the interests of Fife Council by working with council colleagues, partner organisations, voluntary, and independent sector and professional colleagues including at national level to develop and promote good practice and consistent standards.	Experience of and ability to anticipate requirements forward plan, to ensure continuity and delivery of an effective, professional, front-line service	✓	
Working with colleagues across Council Services to reduce musculoskeletal disorders in the workplace and promote physical wellbeing. Interpreting legislation and advising managers and employees so they understand their legal responsibilities.	Experience of and ability to implement and maintain effective quality control measures.	✓	
Investigating incidents, accidents, complaints and adverse reports as required. Reporting on findings and recommendations or remedial actions as appropriate.	Experience in carrying out investigations and reports		✓

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Follow up recommended remedial actions to ensure action has been taken at an appropriate level.  Ensuring effective compliance through corporate policies and Procedures through a planned, structured audit programme to actively monitor adherence.	Experience working with others to influence and persuade appropriate actions.	✓	
Provide advice to Managers and HR professionals when considering ergonomic and other risks, particularly when considering a safe return to work for a staff member who has been ill or had an accident.	Experience in carrying out workplace and task based assessments.		✓
Manage team members on a daily basis. Ensuring work is completed to agreed standards and timescales. Set priority and workplans to meet customer expectations.	People Management experience	✓	
Maintain a network of approx. 30 key-trainers and 300 Linkworkers and ensure they meet professional standards through training and motivating auditing performance to ensure standards of practice are maintained and developed.			
Ensuring relevant and role appropriate training is provided for the range of moving and handling roles – in Fife Council or partnership premises, training venues or at the service user’s home.	Evidence of CPD and awareness of relevant training programmes.	✓	
Ensure training and assessment records are appropriate, meet statutory requirements and services keep them up to date, this includes meeting Scottish Manual Handling Passport compliance standards.	Experience of Scottish Manual Handling Passport standards.		✓
Support the Health & Safety team with complex Display Screen Equipment ergonomic assessment	Understanding of DSE ergonomic assessments		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>