



Profile

PART 2 - Role

Role Profile

Job Title: Training & Compliance Officer			
Reference No.	A5734	Grade	FC7
Service	Fife Resources Solutions LLP		
Job Family	Transportation/ Roads/ Waste	Grade	FC7

Purpose
To undertake activities aimed at promoting workforce planning and development, including qualification delivery, direct training, coaching and mentoring and associated activities to support delivery of the service action plans. Liaising with external training providers/administrators. Lead and contribute towards the development of Health and Safety procedures and policies across the specified business unit. Carry out compliance audits over a wide range of activities to ensure that the business unit meets its statutory health and safety obligations and responsibilities. Lead and manage health and safety monitoring within the relevant business unit.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supporting the learning of individuals and stakeholders by contributing to and co-ordinating and the planning delivery of a range of mandatory and developmental training plans in alignment with corporate training strategies	Significant experience in a similar role is required.	✓	
Establishing and maintaining effective communication and working relationships with the Corporate Training Team and the wider team to	Ability to manage conflicting demands.	✓	
	Organisational skills.	✓	

support the delivery of the FRS training plan to ensure consistency with corporate strategy across business units Contributing to the maintenance of effective systems, internal or external, for the co-ordination and recording of training activity including those relating to individual learner records and the evaluation of learning and development activities Developing and delivering training, briefing sessions and toolbox talks to a wide range of staff within the relevant business unit Ensuring effective communication to frontline staff of their responsibilities and ensuring that safe systems of work are in place and complied with Leading on health and safety inductions for all new start employees Produce and present reports, guidance and other documentation, which will often be of a technical nature as required in relation to health & safety and training.	Knowledge of health and safety, including the principles of risk assessment and control measures. Ability to provide a regular and effective service. NEBOSH Qualification. IOSH and a Health and Safety qualification or extensive professional experience. If not held on appointment, there is a requirement to obtain either the IOSH or NEBOSH Certificate within 12 months of appointment to the role. Significant experience in train the trainer. Demonstrable experience working across departments and teams.	✓ ✓ ✓ ✓ ✓	✓
Accident/Incident survey/reports in accordance with legislative requirements Prepare, manage and monitor related registers and associated databases, ensuring they are kept up to date Leading on Health and Safety matters at team meetings/operational meetings. Input to Corporate Groups to ensure consistency and standards of excellence across.	Significant experience in a supervisory role, gained within H&S. Strong communication skills, with the ability to engage with a range of stakeholders. Detailed understanding of how to disseminate H&S reports and audits. IT skills. Negotiation and persuasion skills. Coaching and mentoring skills.	✓ ✓ ✓ ✓ ✓ ✓	
Audit and Review Ensure Health and Safety audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and FRS Corporate priorities		✓	

Ensure water quality audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and Corporate/Service priorities Ensure adherence to Statute Legislation and FRS Policies Developing statistics for H&S.			
Continuous Improvement Ensure that systems are in place to effectively review the quality of Health and Safety survey reports, population and maintenance databases, works requests and other contract specific documentation Ensure that systems are in place to effectively review the legionella risk assessment reports and site diaries.			
Performance and Reporting Implement systems and procedures to achieve Council objectives Understand programme deadlines in order to meet business and regulatory demands Manage a consistent and up-to-date Service-wide approach that ensures quality and health and safety management requirements are integrated into all working practices across the relevant business unit Develop procedures and individual Work Plans in line with legislative, corporate and business unit priorities			
Carry out Disciplinary Investigations			
Leading projects with the specific business unit to support compliance with legislative requirements.			
Supporting delivery of objectives set out in the annual business plan.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Specialists Tasks				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: 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.	
Additional Information – the following information is available:	Expected Behaviours
• Skills Framework (if applicable) • How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.