



# Role Profile

HEALTH, SAFETY AND WELLBEING ASSISTANT			
Reference No.	A4184	Type	Individual
Service	Finance and Corporate		
Job Family	Para Professional 3	Grade	FC5

Purpose
To assist in the provision of a client-centred Health, Safety & Wellbeing (HSW) advisory and support service. To work with Advisers, Lead Officers and Corporate Health, Safety & Wellbeing Manager to support the effective delivery of a range of corporate health, safety and wellbeing activities, including managing the health surveillance programme.

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
Acting as key point of contact with the Council's Occupational Health provider for Health Surveillance, engaging with Services to schedule and manage outcomes of a programme of health surveillance which maximises occupational health service resources and enables Services to support individuals and service delivery. Health surveillance is scheduled for 12 months and has a 3 year cycle for some activities.	Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent  Previous experience in a customer facing environment	✓	✓
Providing support to Managers and HR colleagues on OH referrals.	Experience of working in an Occupational Health environment  IOSH Managing Safely  NEBOSH General Certificate  DSE Assessor		✓  ✓  ✓  ✓

E = Essential Criteria    D = Desirable Criteria

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Participating in OH contract management meetings and preparation of Health Surveillance reports as required for discussion at CHSSG or other meetings.			
Responsible for ensuring that team systems are current and accurate, dealing with individual manager enquiries. Providing direction and support to health surveillance managers to ensure records are correct at a Service level and providing learning to new health surveillance managers.			
Advising and directing managers where to get further information on cases and restrictions as advised by OH provider.	Experience in a professional Health & Safety environment		✓
Providing clients, both corporate and service, and Corporate H & S Manager with management information on such matters as accident trends, reportable incidents/ill health to HSE; training attendance and covalent information. Providing interpretation for services on HSW policies, procedures and guidance to ensure consistency of approach.	Knowledge and confidence to advise on H&S issues (Work together – See ‘How We Work Matters’ Framework)  Ability to operate effectively while under pressure  Ability to cope well in conflict situations	✓  ✓ ✓	
Providing advice to clients on first line and more complex types of enquiry such as health and safety legislation, health and safety policies, accident reporting procedure, and assisting with implementing changes and proper reporting (e.g. HS2 Accident Investigations and information relating to industrial injury absence) as necessary.	Knowledge of RIDDOR / accident reporting  Ability to present issues clearly/concisely and to exercise influencing skills  Good organisational skills	✓  ✓	✓
Working closely with H&S colleagues embedded in services to exchange information and ensure consistency of approach.	Well-developed communication and interpersonal skills	✓	
Undertaking a range of project work, applying analytical, organisational and H&S knowledge either individually or as part of a project team.	Experience of data gathering and analysis (Embrace technology and information)  Competence in MS Teams	✓  ✓	

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Providing support to HSW Manager on a range of health and safety issues such as prioritisation of occupational health, needle-stick injury emergency referrals, workplace/ workstation peripherals 'trial' scheme and health and safety contracts.	Excellent capabilities using IT, particularly Databases	✓	
Developing and setting up consultations relating to specific HSW projects. Managing consultation and providing analysis of results.	A flexible approach and the ability to embrace change	✓	
Carrying out research and analysis identifying appropriate proposals and solutions. Reporting on and presenting proposals/reports to HSW Manager.	Ability to provide a regular and effective service	✓	
Representing HSW interests at cross-service and TU attendance management meetings to bring about improved service delivery, customer satisfaction and more effective use of resources	Excellent Minute taking skills		✓
Arranging & participating in HSW meetings including Corporate Health & Safety Strategy Group, ATE Joint Working Group, Fire Safety, Manual Handling Trainers, OH contract, TU/AM meetings. Ensuring all relevant information and papers are requested, collated and circulated documents in advance of the meeting. Preparing and cascading meeting action summaries and following up open actions.	Evidence of effective teamwork	✓	
Ensuring internal team meetings are arranged and participate in them.	Ability to participate in meetings with a wide range of people including clients, trade unions and colleagues (Focus on customers)	✓	
Building strong communication links and networks with operational customers and colleagues within the service supporting the delivery of service objectives. Providing advice, signposting and guidance as required to customers, colleagues and team members.			
Preparing, processing and producing a variety of documents including reports, minutes, policies, procedures and processes.	Communication, listening and negotiation skills	✓	
	Ability to produce high quality written work	✓	
	Report writing skills	✓	
Responding to Freedom of Information requests providing information requested from existing systems.			

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Assisting in all aspects of planning, implementing and reviewing H & S activities for the Council.			
Developing and maintaining health and safety expertise by keeping up to date with Health & Safety legislation and practices.			
Managing the work of designated employees by allocating and scheduling work activities, setting targets and allocating resources to meet service delivery objectives.	Supervisory experience		✓
Ensuring staff are motivated, supported and trained to achieve targets and objectives.	Ability to apply and deploy people management policies, practices and procedures	✓	
Delivering a culture of continuous improvement with a focus on performance and service improvement in support of service delivery outcomes.	Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands (Take ownership)	✓	
Assisting the Manager with corporate people management processes, including recruitment, selection, the management of attendance.	Experience of working in an office using current computer-based applications to carry out a range of duties (Deliver results)	✓	
Ensuring HR trainee has rounded experience scheduled to meet training requirements.	Experience of supporting staff development		✓
Providing efficient and effective project support to Wellbeing initiatives to ensure deadlines are met.			
Liaising with finance team to manage the programme budget, providing accurate account of spend to date and future profile.			
Updating guidance documents and supporting information as required to support project.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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			<b>D</b>

## 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.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>