



Role Profile

Lead Officer (Moving and Handling)

Reference No.	A4436	Type	Individual
Service	Human Resources – Health, Safety & Wellbeing		
Job Family	Professional 3	Grade	FC9

Purpose

Assist the HR Service Manager (Health, Safety & Wellbeing) to develop and monitor an effective strategy for safe moving and 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 protocols to ensure they remain current and promoting safe practice.

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

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. health ergonomics or back care management)

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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
	<p>Membership of national back exchange/ Scottish Manual Handling forum. Registered with relevant professional body.</p> <p>Recognised training and/or teaching qualification</p> <p>Ability to manage conflicting priorities</p> <p>Experience of contributing at a strategic level and the ability to lead strategic development.</p> <p>Analytical approach to problem solving and ability to determine creative and practical solutions (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Customer service skills aligned with strong organisational, business and professional awareness. Clear and effective written communication skills</p> <p>Project Management skills (Deliver Results)</p> <p>Experience of collaborative working and maintaining effective working relationships (Work Together)</p>	<p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</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 GP’s, 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>✓</p>	<p></p>

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	Extensive experience of Moving and Handling people which includes teaching others, including other professionals. Detailed knowledge of legislation relating to moving and handling people (Health and Safety, Human Rights, GIRFEC etc) and experiencing of balancing them.	✓ ✓	
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.	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 in the Health, Safety and Wellbeing team 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.	✓	
Ensuring the provision of a specialist assessment and advisory service in difficult, serious and complex situations. Ensuring that advice is documented appropriately.			
Investigating incidents, accidents, complaints and adverse reports as required. Reporting on findings and recommendations or remedial actions as appropriate.			

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Advice to M&H Advisers and Key Trainers seeking advice on complex situations e.g. bariatric cases, conflicts between service user needs and risks to care staff.				
Advise and co-operate with the Council's Occupational Health advisers, HR and managers in 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.				
Manage team members on a daily basis. Ensuring work is completed to agreed standards and timescales. Set priority and workplans to meet customer expectations.				
Maintain a network of approx. 30 key-trainers and 300 link workers and ensure they meet professional standards through training and motivating auditing performance to ensure standards of practice are maintained and developed.				
Ensure training room equipment is maintained and fit for purpose. Arrange for replacement as required.				
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.				
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.				
Leading the development of the moving and handling function by continuous review, improvement and development, and by				

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implementing changes to operational practices in line with changing objectives and resources. Meet Scottish Manual Handling Passport audit requirements.			
Ensuring effective compliance through corporate policies and protocols through a planned, structured audit programme to actively monitor adherence.			
Follow up recommended remedial actions to ensure action has been taken at an appropriate level.			
Collect and analyse performance data in respect of moving and handling training, activities and accidents. Use and contribute to other performance measures and tools – Pentana, SPI's, KPI's, benchmarking and quality assurance e.g. EFQM			
Support the Health & Safety team with complex Display Screen Equipment ergonomic assessment			
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:			
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Job Title (Specialists Tasks)			

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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:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

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.