

MANUAL HANDLING OFFICER

Reference No:	A5686		
Service:	Human Resources		
Job Family:	Health & Safety	Grade:	FC6

Purpose

To undertake activities aimed at supporting and promoting workforce planning and development across Services, including direct training, coaching, mentoring, and qualification delivery and associated activities to support delivery of the service action plans.

To advise managers and staff in relation to workforce training planning and development and provide management information as appropriate.

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
Plan and Deliver training, learning programmes and eLearning packages, to meet operational services skills development and qualification requirements in support of service Workforce Action Plans.	<p>Ability to deliver training using relevant legislation, policies, procedures and theories</p> <p>Experience of delivering training, coaching and mentoring to groups and individuals</p> <p>Ability to create eLearning and blended learning objects using PowerPoint, software packages and online media</p> <p>Experience of delivering accredited learning programmes</p> <p>Experience of contributing to learning needs analyses</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>
Supporting the learning of individuals and stakeholders by direct delivery of qualifications and the planning design and direct delivery of	Understanding of relevant legislation, policies and procedures within operational services and ability to advise managers and staff	✓	

Role Profile

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<p>a range of training such as coaching, mentoring, shadowing, assessment, verification and upskilling programmes.</p> <p>Planning their own workload and co-ordinating the work and training plans for the Trainers</p> <p>Ensuring that resources including equipment are utilised in line with Council policy and procedure.</p> <p>Working alongside colleagues within these Services, the postholder will play an important role in demonstrating best practice and supporting managers and staff to implement the manual handling strategy.</p> <p>Providing professional support and leadership to a team of manual handling trainers and contributing to the skills development of the workforce.</p>	<p>Relevant professional qualification recognised by the SSSC for the purpose of professional registration at SCQF Level 7 or above</p> <p>Qualification in assessing or verifying within the relevant subject area</p> <p>Where required, registration or membership of relevant professional body</p> <p>Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services</p> <p>IT skills to deliver eLearning packages.</p> <p>Knowledge and experience of the training cycle, learning styles and relevant competency frameworks</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Contributing to the maintenance and development of effective systems for the co-ordination and recording of training activity including those relating to individual learner records and the evaluation of learning and development activities.</p>	<p>Analytical skills in interpreting individual and aggregated learner data drawn from a range of sources</p> <p>Experience of contributing to learning needs analysis</p> <p>Ability to deliver reports, papers and oral presentations</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Managing delegated workload to meet organisational and individual deadlines, whilst maintaining a high-quality service to stakeholders.</p>	<p>Time management skills and priority identification to deliver work to tight deadlines</p>	<p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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	Excellent active listening/communication skills Understanding of best value and budgetary management and monitoring processes	✓	✓
Liaising with internal and external stakeholders to deliver best value learning solutions to meet operational need.	Negotiating, influencing and emotional intelligence skills with individual learners and internal and external stakeholders	✓	
Maintaining accurate records, analysing management information and providing reports when required	Ability to participate and contribute to the work of working groups and project groups Ability to provide a regular and effective service	✓ ✓	
Delivering a range of Manual Handling, First Aid, Food Hygiene education, training and learning programmes and activities for a variety of staff groups and levels, based on assessed needs. Demonstrating the safe use of manual handling techniques and equipment.			
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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<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>