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| **Job Title: H&S Officer** | | | | |  | **Purpose** |
| Reference No. | | A4945 | Type | Individual |  | To assist in the provision of an added value H&S service to Fife Council.  To work with H&S Advisers and H&S Lead Officers in delivering H&S activities which support health and safety |
| Service | | Human Resources | | |  |
| Job Family | | Para Professional 4 | Grade | FC6 |  |
|  |  | | | |

| **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** |
| --- | --- | --- | --- | --- |
|  |  | [Please see TC37 for further guidance](https://fifecloud.sharepoint.com/sites/HROnlinePay/SitePages/Job-Evaluation.aspx) |  |  |
| Providing managers with routine professional advice on a range of  H&S issues relating to the council’s H&S policies and procedure |  | Knowledge of H&S legislation  Educated to SCQF Level 7 which includes HNC or SVQ Level 4 or equivalent  Working towards NEBOSH H&S general certificate or equivalent – within 6 months of start (subject to funding agreement) | ✔  ✔  ✔ |  |
| Acting as Duty Support by providing first point of contact or screening for Shared Service Desk calls, emails or First Contact H&S enquiries |  | Ability to provide regular and effective service | ✔ |  |
| Providing additional professional support to H&S Advisers and H&S Lead Officers undertaking projects  Supporting/undertaking various professional activities eg inspections, audits, data analysis, face-fit-testing, other compliance, supporting risk assessments |  | Ability to interpret and give practical advice and explanations on Fife Council’s H&S Policy and procedures. (Take ownership)  Ability to recognise when a matter requires referral | ✔  ✔ |  |
| Assisting to delivering H&S briefings to managers and first-line supervisors on a variety of H&S issues.  Ability to draft toolbox talks to assist H&S Advisers. |  | Communications skills (focus on Customers)  Previous experience of delivering briefings or presentations | ✔ | ✔ |
| Researching, drafting, consulting, seeking benchmarking and collating information and findings to support the operation of the wider H&S and HR function |  | Developed knowledge in a specialist area of expertise |  | ✔ |
| Assisting with the drafting and review of a range of documentation including news items, toolbox talks, H&S guidance, risk assessments, notes, presentations in various electronic formats etc |  | Ability to produce high quality written work  Experience of writing for different audiences and for different media | ✔ | ✔ |
| Analysing written and statistical information |  | Experience of data gathering and analysis Experience of using excel, pivot tables etc | ✔ |  |
| 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** |
| **JOB TITLE (of Specialist 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: |  | **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. |