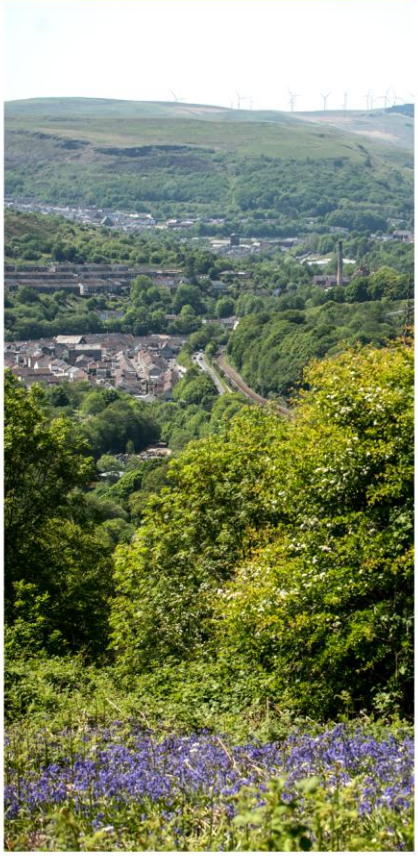
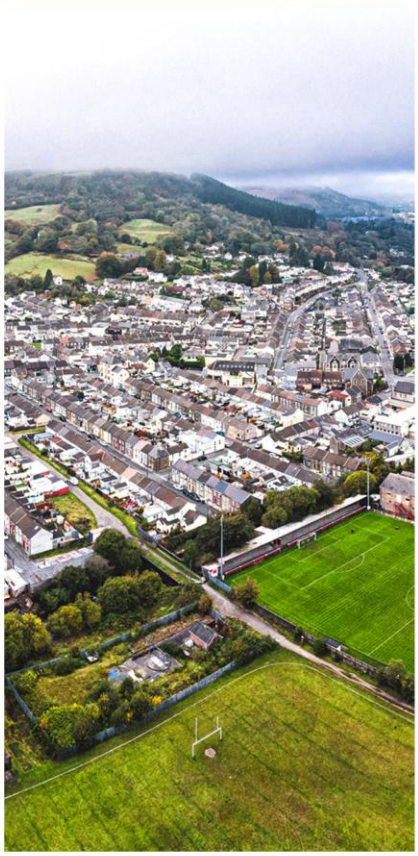
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Health & Safety Training and Compliance Officer

You will work as part of a small team of professionals within the Corporate Health and Safety Team, providing advice, guidance and support across the Council. The postholder will work with a diverse range of service areas, with a particular focus on health and safety training, competency, active monitoring and operational compliance. This will include supporting the development and review of risk assessments, safe systems of work and standard operating procedures; undertaking audits and inspections; assisting with accident and incident investigations; and developing and delivering appropriate health and safety training.

Post Reference Number:
Date of Job Description: November 2026
Version: v3

Grade	10
Location	Ty Elai
Group	Human Resources
Division	Human Resources
Department/Section	Employee Relations
Team/Sub Section	Health & Safety
Responsible to	Health and Safety Manager
Posts reporting to this post	
DBS Required	No

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.
We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To support the continuous improvement of health and safety training, competency and assurance arrangements, while providing professional advice, guidance and active monitoring across Council services.

To provide professional health and safety advice, guidance and support to managers, helping them to ensure that employees operate safely, competently and in accordance with relevant health and safety legislation, Council policies, procedures and recognised industry good practice.

This will include supporting the development and active monitoring of suitable and sufficient risk assessments, safe systems of work and standard operating procedures; undertaking audits and inspections; assisting with accident and incident investigations; and developing and delivering appropriate health and safety training and competency assessment programmes.

The postholder will operate within the Corporate Health and Safety Team, helping to maintain consistency with corporate health and safety standards and arrangements. Individual service areas will retain ownership of their operational risks, management responsibilities and service-specific compliance requirements.

What you will deliver:

1. **To provide professional health and safety advice, guidance and active monitoring across Council services. This will include supporting managers with health and safety training needs, competency assessments, risk management and operational assurance, while promoting a positive health and safety culture.**

2. **To support managers in developing and reviewing proportionate local health and safety procedures and arrangements that align with relevant legislation, Council policies, procedures and corporate health and safety standards.**

3. **To develop, implement and maintain proportionate health and safety monitoring arrangements for managers and supervisors, including inspections, audits and compliance reviews, to support adherence to relevant legislation, Council policies, procedures and safe working practices.**

4. **To identify health and safety training needs and maintain accurate records of training requirements, delivery and completion for relevant operational employees.**

What you will deliver:

5. **To analyse audit findings, incident information and health and safety performance data to identify trends, recurring issues and opportunities for improvement, and to produce appropriate compliance reports, performance information and management updates.**

6. **To support managers with accident, incident and near-miss investigations, helping to identify immediate, underlying and root causes and recommending proportionate corrective actions.**

7. **To maintain accurate and auditable records of health and safety training, competency assessments, inspections, audits and other relevant assurance activities.**

8. **To support workplace inspections, internal audits and external regulatory visits or reviews relating to health and safety compliance.**

9. **To support managers in developing proportionate competency standards and assessment arrangements for operational and safety-critical roles.**

10. **To support service transformation projects and the introduction of new equipment, processes or operational practices by helping managers to identify and manage relevant health and safety implications.**

11. **To benchmark health and safety training, competency and assurance arrangements against relevant legislation, recognised standards and industry good practice.**

12. **To assist in monitoring workplace health and safety, training, competency and compliance with relevant Council health and safety arrangements, and to provide proportionate advice and recommendations where shortcomings are identified.**

13. **To support managers in developing, reviewing and implementing suitable and sufficient risk assessments, safe systems of work, standard operating procedures and other relevant health and safety arrangements.**

14. **To develop and deliver health and safety training programmes that reflect identified training needs, operational risks, relevant legislation and Council policies and arrangements.**

15. **To monitor the implementation and effectiveness of agreed corrective actions arising from inspections, audits, investigations and other assurance activities.**

16. **To liaise with managers, employees, trade union representatives, Occupational Health and other relevant internal and external stakeholders on health and safety matters.**

What you will deliver:

17. To undertake duties commensurate with the grade in accordance with the purpose and accountabilities of the post.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Recognised Level 3 qualification in occupational health and safety, such as the NEBOSH National General Certificate in Occupational Health and Safety or equivalent.	NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals, IOSH Level 6 Diploma in Occupational Safety and Health, or an equivalent Level 6 occupational health and safety qualification.
Evidence of continuing professional development in occupational health and safety.	Recognised training qualification, such as the Level 3 Award in Education and Training, Train the Trainer qualification or equivalent.
Knowledge and understanding of relevant health and safety legislation, Council arrangements, recognised standards and industry good practice.	Technical membership of IOSH (TechIOSH), Certified member of IOSH (CertIOSH) or eligibility to achieve the relevant membership grade.

Experience:

Essential	Desirable
Experience of providing practical health and safety advice, guidance and support within an operational, frontline or similarly complex working environment.	Experience of working within waste management, street cleansing, highways, transport or another frontline local authority service.
Experience of developing, reviewing or supporting the implementation of risk	Experience of working collaboratively with partner organisations and a range of departments within a local authority or other

assessments, safe systems of work and operational health and safety procedures.	large, complex organisation to support service improvement.
Experience of identifying training needs and developing or delivering health and safety training programmes, learning materials and competency assessments.	Knowledge or experience of CPC, tachograph or other relevant transport compliance requirements.
Experience of undertaking workplace inspections, audits or other health and safety monitoring activities.	Experience of developing competency frameworks or assessment standards for operational roles.
Experience of undertaking or supporting accident, incident and near-miss investigations and identifying proportionate corrective actions.	Experience of supporting organisational change, service improvement or the introduction of new operational practices.
Experience of analysing and evaluating audit findings, incident information, management information or other health and safety performance data, and producing clear reports and recommendations.	
Experience of working collaboratively with managers and employees to implement proportionate health and safety improvements.	

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐
For details about the levels, please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	
Competency Areas	**Competency behaviours and values**
Working in Partnerships and Teams	Builds lasting, positive & supportive relationships with a wide variety of people. Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues.
Communicating Effectively	Adapts their style of communication to suit their audience including "'translating" technical language. Produces excellent and accessible written information.
Professional Expertise and Development	Demonstrates excellent practice and an extensive knowledge base in their own professional area. Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within Council and in other organisations.
Managing Resources	Anticipates problems and takes action to reduce the risk of things going wrong. Plans well in advance to meet deadlines.
Achieving Results	Sets objectives and targets based on team, division and Council's strategy and business plans. Creates effective action plans identifying the relevant stages required to complete a project.
Focusing on Service Users	Acts in order to understand the needs of internal customers and Service Users. Uses professional knowledge and expertise to raise standards of service for customers.
Creating and Responding to Change	Responds quickly and effectively to both internal and external changes. Contributes ideas to better manage systems, processes or practices.
Being Accountable	Demonstrates good knowledge and understanding of how their role fits into the bigger Council picture. Takes full responsibility for delivery of tasks.

Special Conditions and Professional Requirements

Ability to travel throughout the County Borough to respond to service needs.

Ability to respond reasonably to service demands outside normal working hours where required.

Ability to undertake workplace inspections and visits within a range of operational environments.

Commitment to maintaining continuing professional development and keeping knowledge of relevant health and safety legislation, guidance and recognised good practice up to date.