JOB DESCRIPTION

JOB TITLE:	**Health, Safety and Resilience Officer**
SALARY:	**PO1 (SCP 29 – 32) £41,177 - £44,253**
DEPARTMENT:	**People & Organisational Transformation**
SECTION:	**Health, Safety & Resilience**
RESPONSIBLE TO:	**Health, Safety and Resilience Manager**
RESPONSIBLE FOR:	**N/A**
LOCATION OF POST:	**Antrim Civic Centre but may be required to work at any Council site**

MAIN PURPOSE OF JOB

- To support the Health Safety and Resilience Manager with the delivery of the departmental H&S Business Plan across Council to include assisting with all matters in relation to health, safety and wellbeing, development, promotion, implementation and review of Health Safety and Wellbeing Procedures and Plan and assisting services to fulfil their duties by providing health and safety advice and guidance

- To support the Health Safety and Resilience Manager by Developing, promoting, implementing and reviewing Council's Emergency Planning and Business Continuity arrangements as laid down in the civil contingencies framework, including the maintenance and of the range of policies, plans and protocols associated with Emergency and Business Continuity planning, response and recovery.

PRINCIPAL RESPONSIBILITIES

HEALTH & SAFETY

1	To assist the Health Safety and Resilience Manager in the development, implementation, promotion, monitoring, evaluation, enforcement and review of Council's Health, Safety and Well-being policies, procedures and plans.
2	Act as Lead Officer in assisting services with risk assessments as requested, both General Risk Assessments and specific Risk Assessments, providing specialist technical advice, critical analysis and feedback.
3	Co-ordinate, Develop and Deliver Health and Safety related training, including

	induction of new employees.
4	Attend and participate in the Health Safety and Wellbeing Committee as required, providing reports for management on Health and Safety matters.
5	Assist and advise Services on reactive health and safety queries and concerns, providing technical advice and solutions.
6	Work with Council's services delivering corporate events on developing specific event plans, event risk assessments and contingency plans, attending the event to co-ordinate safety related matters if required.
7	Advise on health and safety for community events, attending meetings with external committees and organisations and, where required attending events organised in partnership with Council.
8	Update H&S systems as utilised within the team, and provide regular reports, statistics and updates to Health Safety and Resilience Manager and services as required.
9	Carry out research and project work specific to current initiatives and issues identified by Health Safety and Resilience Manager.
10	Draft proposals and assist with the delivery of health and safety related campaigns as identified by Health Safety and Resilience Manager.
11	Draft relevant Health and Safety Communications and Safety Alerts for onward dissemination to management teams and staff as required.
12	Assist the Health Safety and Resilience Manager to represent the Council on regional through liaison with key agencies
13	Assist with the implementation of Councils Audit and Inspection programme, conducting Audits and Inspections providing detailed reports outlining areas for improvement, recommendations and action plans to services.
14	Oversee critical reviews and offer technical guidance for proposed associated council development projects ensuring Health, Safety and Wellbeing responsibilities have been considered.
15	Oversee the establishment, management and maintenance of adequate administration systems to support the Council's health, safety and wellbeing policies and procedures.
16	Keep appraised of professional, technical and legislative developments within the specialist field of responsibilities and advice the Heads of service and Line Managers accordingly.
17	Such other duties as allocated by the Health Safety and Resilience Manager in relation to the needs of the department.

RESILIENCE

2	Support the Health Safety and Resilience Manager in reviewing, assessing, consulting on and issuing Weather Warnings in accordance with Severe Weather Procedure.
3	Proactively research and assist with delivery of staff training at all levels on an ongoing basis to ensure that all involved are fully trained in and aware of any changes to the Emergency Plans and Business Continuity Plans and their operation.
4	Assist with and participate in regular test exercises for the Council's Emergency Planning and Business Continuity arrangements working with internal and external stakeholders (including multi agency tests) ensuring agreed changes are incorporated into revised plans.

5	To support the Health Safety and Resilience Manager to develop, maintain and coordinate systems and resources in order to ensure a rapid response by the Council to emergency situations, working closely across Council with employees to ensure a coordinated response.
6	Ensure regular appropriate communications are drafted for all services, media and members, to warn and inform of possible threats including but not limited to weather warnings. Prepare for conference calls with affected services to allow for decisions to be made on continuation of service and public safety.
7	Ensure that the emergency management rooms, equipment and facilities are adequately maintained and can be brought into operation rapidly in an emergency situation.
8	To represent Council on various multi-agency meetings and working groups, sharing any learning or good practice identified and actioning any requirements as required
9	Support the Health Safety and Resilience Manager to set up and develop working groups with other agencies to cover local emergency planning issues and develop the work streams created (including the development and updating of Memorandums of Understandings and Association) on respective roles and responsibilities.
10	Assist with ensuring all relevant databases and contact directories are up to date and communicated to relevant stakeholders.
11	Ensure Council and the Health Safety and Resilience Manager are kept up to date, adhere to and are aware of changes or developments to relevant legislation and regulations in relation to Emergency Planning and Business Continuity.
13	Ensure that an inventory of equipment is maintained for Emergency Support Centres within the Borough.

The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definite list.

GENERAL RESPONSIBILITIES

1	Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken.
2	Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
3	Continuously develop personal knowledge and skills to enhance internal and external customer service.
4	Comply with, and ensure that other staff comply with, Council's policies and procedures including those relating to health, safety, wellbeing and safeguarding.
5	Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values.
6	Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council.
7	To be available to work flexibly in other services during emergencies.

EMPLOYEE SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	• Third level qualification in a relevant discipline e.g. risk management or health and safety related subject area **OR** Possess at least 2 years' experience as outlined below. **AND** • NEBOSH General Certificate in Occupational Safety & Health or equivalent	Membership of a relevant professional body	Application form
EXPERIENCE	A minimum of 2 years' experience Health & Safety Management to include experience of: • Communicating effectively with a range of internal and external stakeholders, • Building relationships with a range of internal and external stakeholders to achieve business objectives. • Ability to organise and prioritise workload with close attention to detail	A minimum of 3 years' experience in Health and Safety Management Understanding of Northern Ireland Civil Contingencies Framework and Emergency Planning and Disaster Management	Application form Assessment/ Interview process
KEY SKILLS & ABILITIES	• Competent in the use of Windows and Microsoft packages, to include Word, Access, Excel and PowerPoint. • Ability to work effectively as a member of a small specialist team • Access to a form of transport that enables the postholder to fulfil the requirements of the post.		Assessment/ Interview process

SPECIAL KNOWLEDGE	• A working knowledge of the Risk Assessment process and its difficulties.	• Knowledge and experience of Emergency Response Planning and preparedness • Knowledge and experience of Business Continuity Planning processes	Assessment/ Interview process
OTHER	• Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full. • Be available out of hours (if required) to assist in response to emergency situations, major civil contingencies or internal business continuity issues • Attend agreed Council events and event planning meetings out of hours where required, in Health Safety & resilience role • Take part in an out of hours standby rota for Health Safety & Resilience		Application form

CORE COMPETENCIES

Customer Focus • Establishes the needs of customers and strives to ensure these are met • Builds partnerships for mutual benefit • Instils high customer service in others and drives team to think of customer impact • Challenges poor customer service or lack of awareness in others • Handles complaints positively – listens to the customer's concerns without defensiveness or self-justification, shows concern, takes steps to remedy and follow up	Essential
Service Excellence • Seeks to continually improve services and processes that impact on customers • Focuses on the achievement of objectives and plans ahead to ensure goals are achieved in terms of excellence in service delivery • Seeks out and uses customer feedback to ensure customer needs are met and exceeded • Instils service excellence in others and drives team to improve service	Essential
Teamwork • Establishes effective working relationships with people at all levels through communication, consultation and interpersonal skills • Demonstrates ability to quickly resolve conflict • Works collaboratively with other teams and agencies both internal and external to the Council • Adapts style and approach to achieve effective outcomes	Essential
Communicating with Impact • Demonstrates persuasive communication skills and confidence in conveying information internally and externally • Responds and behaves positively and demonstrates resilience in communication • Demonstrates effective communication skills, both orally and in writing • Actively listens and uses a variety of methods to convey messages clearly and succinctly	Essential
Collaborating in a Political Environment • Develops and manages effective networks by establishing common ground • (Managers) Demonstrates an understanding of political factors at Council, regional, national and where appropriate, international level in developing strategies • Understands which issues are likely to be sensitive and the background political interests and agenda	Essential
Leadership • Personally contributes to the Council's vision and goals • Displays drive, determination and perseverance in achieving high quality results • Develops a positive working environment, motivates and builds effective teams which achieve results whilst encouraging and supporting individuals • Positively influences people and events	Essential
Problem Solving & Decision Making • Gathers information from a range of sources • Analyses information to identify problems and issues • Makes effective decisions and recommendations based on resolution agreement • Plans structures and priorities work to achieve optimum results	Essential