# H&S Systems Support Officer

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| Job title | Health and Safety Systems Support Officer |
| Strategic team | Adult Services |
| Service | Community Safety |
| Business unit | Corporate Safety |
| Responsible to (day to day issues) | Corporate Safety Officer |
| Accountable to (line manager) | Corporate Safety Manager |
| Salary grade (spinal column points only) | Grade E |
| JE ref | ADC014 |

# 1. Key purpose of job

1.1 To maintain and improve Health and Safety within Torbay Council by providing support and advice to employees and managers as part of the wider Corporate Safety Function.

1.2 To maintain the Health and Safety Systems necessary for the delivery of the Corporate Safety function, primarily SHE Assure and its associated data streams.

1.3 To administer meetings, training and work plans as part of the delivery of the wider Corporate Safety function, including the “H&S for Schools,” service.

# 2. Anticipated outcomes of post

2.1 The provision of a flexible, quality service to support employees and managers in maintaining and improving Health and Safety across Torbay Council.

2.2 Improved Health and Safety performance, communication and culture within Torbay Council

2.3 Accurate, comprehensive data and efficient systems for monitoring Health and Safety performance, trends and concerns across Torbay Council and its partner agencies.

2.4 Improved interaction with subscribers to the Corporate Safety “H&S for Schools,” service.

# 3. List key duties and accountabilities of the post

3.1 To administer Torbay Council’s reporting system, portal and associated data streams, ensuring information is stored accurately and appropriately.

3.2 To support the Corporate Safety Team in the investigation of incidents and the delivery of projects and work plans, including interpretation and filtering of incidents within the Assure portal to ensure prioritisation of response

3.3 To ensure effective communication of relevant Health and Safety messages, data and information to employees and managers within Torbay Council

3.4 To provide Health and Safety Advice and signposting to service users, referring significant issues to the relevant Corporate Safety Officer.

3.5 To provide competent support and advice to managers on the use of the Assure system, solving system issues and problems to enable effective H&S management.

3.6 To coordinate relevant H&S meetings, including the administration of Torbay Council’s Health and Safety Working Group

3.7 To manage the H&S training programme to ensure that available training is effectively communicated to employees.

3.8 To update the Health and Safety webpages, associated training and support materials.

3.9 To be responsible for safeguarding and promoting the welfare of children and vulnerable adults and promoting public safety, through the work of the department at all times.

3.10 To assist other members of the Commercial Team in the exercise of their duties at the discretion of your line manager.

3.11 To provide a customer focussed service that strives to be innovative in its search for continuous improvement.

3.12 To deliver the post requirements in line with service targets including Key Performance Indicators for Health and Safety.

# 4. Budgetary/Financial Responsibilities of the post

4.1 None

# 5. Supervision/Line Management Responsibilities of the post

5.1 None

# 6. Working environment and conditions of the post

6.1 Primarily office based, with some infrequent visits to other Council sites including harbours, workshops and outdoor locations.

# 7. Physical demands of the post

7.1 Normal office working with Display Screen Equipment for majority of duties.

7.2 Some minor and infrequent manual handling when undertaking site visits or working from other locations, such as carrying laptop, projector etc.

# 8. Specific resources used by the post

8.1 Laptop, mobile phone

8.2 Access to Council pool vehicles

# 9. Key contacts and relationships

**External**

HSE, Unions, contractors and subscribers to the H&S for Schools services.

**Internal**

Employees and managers of Torbay Council, elected members, TDA and SWISCo

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* The post is eligible for hybrid working.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Excellent IT skills and the ability to use appropriate computer packages and databases.
2. Attention to detail and ability to maintain accurate records to provide accountability and deliverability.
3. Good organisational ability, particularly self-organisation and the ability to coordinate self and others to provide successful outcomes whilst working to deadlines.
4. To be able to use an effective range of modes of communication including verbal, email, telephone, formal and informal reports taking into account issues of confidentiality.
5. Ability to assess information in a timely manner to determine the appropriate action and ensure that this is communicated to relevant officers.
6. To make decisions based on the evidence provided and to seek and question if further information is required.
7. To work as part of a team as well as on own initiative.
8. To have good customer care.
9. As this post meets the requirements of the Immigration Act 2016 (part 7), the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

### Desirable skills and effectiveness

1. To be able to problem solve routine enquiries and requests.
2. Investigative skills.

## Knowledge

### Essential knowledge

1. Knowledge of computer databases and management systems and the importance of maintaining accurate and timely records.

2. Use of Microsoft Excel for data reporting and trend analysis.

3. General knowledge of the purpose of Health and Safety legislation.

### Desirable knowledge

1. Knowledge of General Data Protection Regulations GDPR and its implications.

2. Knowledge of Local Government and functions.

## Experience and achievements

### Essential experience and achievements

1. Maintenance and use of IT databases and systems.
2. Organisation and administration of training and meetings.
3. Provision of face to face and remote support and advice.
4. Working with competing deadlines

### Desirable experience and achievements

1. Working within a business support environment.
2. Experience of incident investigation.
3. Experience of partnership working to achieve common objectives.

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Educated to GCSE O Level standard or equivalent

2. Full European Computer Driving Licence (ECDL) or equivalent

3. Level 3 Health and Safety Qualification or equivalent occupational experience in H&S

### Desirable qualifications/professional memberships

1. European Computer Driving Licence (Core) or equivalent.

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people
2. Ability to travel efficiently around the Bay/South West/UK in order to carry out duties.
3. Ability to accommodate occasional home-working