



JOB DESCRIPTION

JOB TITLE: Health, Safety, Welfare & Wellbeing Manager	DIRECTORATE: Service Delivery Support UNIT: Health, Safety, Welfare & Wellbeing
POST NO: 4806	GRADE: H 3

1. JOB PURPOSE

- 1.1 To manage the Health, Safety, Welfare and Wellbeing Unit to ensure it operates efficiently and effectively in providing specialist advice, guidance and support to Service managers and employees to meet their legal requirements, minimise risks and develop safe working practices and wellbeing support.
- 1.2 To provide professional advice and guidance and recommend strategic direction to Senior Management to assist the Service to discharge its legal obligations under Health & Safety legislation.

2. BACKGROUND

- 2.1. Avon Fire & Rescue Service (AFRS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each area. It is a Combined Fire Authority, consisting of Members drawn from the above four authorities. Our Service Headquarters is shared with Avon & Somerset Police at Portishead, Bristol.
- 2.2. The Service Delivery Support Directorate is responsible for providing a range of support and advice to enable the effective and efficient operation of the wider Service. This post heads up the small Health, Safety & Welfare Unit and interfaces with all departments across the organisation.

3. MAIN DUTIES

- 3.1 Provide professional advice, guidance and support, on all matters relating to health, safety and welfare, to the Service Leadership Board (SLB), managers and employees across the Service, to assist them to discharge their legal obligations under health & safety legislation.
- 3.2 Develop, implement and review health & safety policies and procedures to ensure the Service continues to comply with legislative requirements and best practice. Complete risk assessments and implement practical and effective measures to ensure a safe working environment. Recommend solutions to issues, improvement opportunities or new prevention measures.
- 3.3 Monitor and review the effectiveness of health and safety strategies. Develop and recommend improvements or new strategies to:
 - ensure compliance with health & safety legislation
 - minimise and manage risks
 - promote a positive health and safety culture and improve health and safety understanding, and
 - develop safe systems of work
- 3.4 Develop and implement a robust health and safety management system, including risk

assessments, policies and procedures and safe systems of work. Monitor and review the management system and carry out periodic audits and inspections to ensure its effectiveness, making improvements as necessary.

- 3.5 Prepare reports, briefings and training interventions as necessary in response to health and safety matters and / or training needs requirements.
- 3.6 Identify health and safety training and development needs across the Service. Design and deliver appropriate training solutions, or manage their delivery in liaison with the Learning and Development department, ensuring they are of the required standard and meet our requirements. Ensure all training and development activities are evaluated to assess their effectiveness and to highlight any further training needs.
- 3.7 Analyse and investigate work related accidents, ill health, near misses and dangerous occurrences to manage risks more effectively and avoid repetition. Ensure record and monitoring systems are in place to support investigations and analyses of incidents, including the secure storage of CCTV recordings and other evidence.
- 3.8 Direct, manage, motivate and support employees within the Unit to maximise team and individual effort in achieving Unit and corporate objectives and targets. Prioritise work and monitor and review individual and team performance to ensure continued efficient and effective support to the Service.
- 3.9 Ensure Service objectives, measurable targets and budget plans (where applicable) are communicated effectively to all employees in the Unit. Re-assess priorities and identify employee training and development requirements through Personal Development Reviews (PDR's) and performance review, in order to achieve objectives to the required standard and on time.
- 3.10 Develop and maintain a suitable Health and Safety Strategy, including a suite of relevant key performance indicators. Carry out an annual performance review of health and safety and produce other management reports as necessary.
- 3.11 Prepare a business plan for the Health, Safety & Welfare Unit to ensure it continues to provide efficient, effective and relevant support which meets the existing and future needs of the Service and legislative requirements, whilst achieving best value for the Authority.
- 3.12 Manage all budgets relating to the Unit ensuring compliance with financial regulations and Service policy and procedures. Control and monitor income and expenditure to avoid overspending and to achieve best value for the Service.
- 3.13 Ensure effective consultation with our stakeholders, including Elected Members and Representative Bodies, through meetings, forums and the Health & Safety Committee structure. Provide support to the Head of Risk Reduction. Chair of the Strategic Health & Safety Committee as required.
- 3.14 Maintain up-to-date knowledge on relevant legislation, research and best practice, by fostering and maintaining effective liaison and links with other FRS's, professional and educational bodies, and other organisations that have an interest in, or an effect upon, health and safety.
- 3.15 Represent AFRS in matters of health and safety at internal or external meetings and forums as required.
- 3.16 Manage and undertake project work or carry out research, as required, in order to seek solutions to known risks and to support the Service in discharging its legal obligations under health and safety legislation.
- 3.17 Oversee, and participate in, the compilation and preparation of management information and statistics from computerised and manual records, as required.
- 3.18 Act as an expert witness on behalf of the Service, where required by the Court. Provide

- evidence, where appropriate, to a formal tribunal, inquest, disciplinary or other hearing.
- 3.19 Ensure that the Unit cooperates with, and provides assistance to, the nominated Insurers for the Service.
- 3.20 Ensure all relevant health and safety information is disseminated to affected and interested parties using a variety of suitable and effective medium. Liaise with other Units to establish and maintain effective links on health and safety issues across the Service.
- 3.21 Advise on, manage or undertake the procurement of equipment or services designed to improve health and safety, in accordance with our procurement policy and procedures.
- 3.22 Develop and maintain a well being strategy that supports the health and fitness of employees, including access to supporting services and assistance, wellbeing risk assessments and trauma risk management.

General

- 3.23 Ensure you maintain an awareness of Health and Safety Regulations in relation to duties and tasks being undertaken and report any situations or incidents which could be considered hazardous. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- 3.24 Ensure that, both in your dealings with other employees and with members of the public, you adhere to the principles and standards outlined in our Equality and Fairness Policy. You are responsible for making your supervisor aware of literature, language or behaviour that offends against that policy and the dignity of personnel.
- 3.25 In addition to the individual responsibilities above, you must ensure that your employees conform to the principles of Diversity, Inclusion, Cohesion and Equalities (DICE) and must confront incidents of behaviour that offend against those principles.
- 3.26 Ensure that you and your staff perform all duties in accordance with the principles and requirements of Data Protection legislation.
- 3.27 Carry out such other duties as may reasonably be required in relation to a post of this nature, without prejudice to the right to seek a re-evaluation of the post.
- 3.28 This Job Description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

4. QUALIFICATIONS & EXPERIENCE

Essential

- A minimum of a NEBOSH Diploma in Occupational Health and Safety (OH&S) or an NVQ level 5 in OH&S (or equivalent qualification).
- Proven and significant experience of working within the health and safety field.
- Proven experience in managing a health and safety team including motivating and developing staff, delegating, target setting and performance review.
- An in-depth knowledge and understanding of health and safety law, its interpretation and application, and how legislation is enforced in the UK.
- Experience in planning, implementing and monitoring a health and safety management system.
- Experience in monitoring compliance with health and safety legislation.
- Experience in collating, examining and storing evidence, including producing statistical analyses, in relation to investigating accidents, illness, incidents, near misses and dangerous occurrences.
- Sound analytical skills when examining hazards, risks and solutions.
- Ability to produce professional reports, codes of practice and training materials.

- Ability to communicate effectively with people at all levels inside and outside the Service, both orally and in writing, including giving presentations and leading training sessions, with strong skills to influence and guide managers and other staff.
- Proven experience in project management.
- Experience in devising and delivering training to individuals and/or groups.
- Proven organisational skills with the ability to work well under pressure, prioritise, manage workloads and work effectively as part of a team.
- Computer literate with the ability to input, extract, manipulate and present information and statistics using appropriate software packages.
- A current full driving licence (*See note 6.4 below*)

Desirable

- A degree or postgraduate qualification (or higher) in Occupational Health and Safety, Law or equivalent.
- Experience of dealing with the enforcing authority - HSE.
- Experience in health and safety within a Fire & Rescue Service and/or the ability to develop technical knowledge of the Fire Service.
- Awareness and experience in improving or designing employee wellbeing programmes and support

5. SUPERVISION AND WORK PLANNING

- 5.1 You will receive overall direction on strategy and priorities from the Head of Risk Reduction, to whom you report. Within this framework you will be expected to use your expertise, experience and initiative in achieving service objectives and targets, with minimal day-to-day supervision. You will agree objectives and performance targets for the Unit with the Director and keep him/her informed of progress and performance.
- 5.2 You are responsible for the effective management of the Health, Safety and Welfare Unit, ensuring staff are suitably motivated, trained, organised and resourced to achieve set objectives and targets on time to the required standard.

6. SPECIAL NOTES

- 6.1 This post is designated as politically sensitive under the Local Government and Housing Act 1989 as the remuneration level exceeds spinal column point 44 or equivalent. This means that unless exemption is obtained you are restricted from certain political activities.
- 6.2 Although your post is based at a specific location, there may be times when in the interests of the efficiency of the Service, you are required to work from a different workbase, for which appropriate allowances will be made available.
- 6.3 Due to the nature of this post, you must have a flexible approach to your work, which may involve occasionally working outside normal working hours as necessary, for which mutually agreed compensatory time-off will be given.
- 6.4 Your duties will require you to travel within the Service area. You may also be required to travel to other locations outside the area to represent AFRS regionally or nationally. Pool cars available.
- 6.5 You are required to wear clothing suitable to the type of work you are undertaking, which may include protective clothing as deemed appropriate by your line manager.

<p><i>For the use of the Human Resources Unit only:</i></p> <p>Date approved: March 2019</p> <p>Date effective:</p>	<p><i>To be signed by postholder:</i></p> <p>Received:</p> <p>Date:</p>
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