

## Job Description

**Post Title:** Moving and Handling Specialist KK361

**Evaluation:** 625 Points

**Grade: N9**

**Responsible to:** Manager – Care Services

**Responsible for:**

**Job Purpose:** The provision of training on moving and handling, including providing advice and guidance on risk management and practical techniques to relevant staff.

To give guidance on service user moving and handling issues, and review the requirements of service users with complex needs.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To plan, deliver and evaluate, theoretical and practical moving and handling training for staff, in line with Council policy and best practice standards, ensuring that full and accurate records of training attendance are maintained.
- 2 To identify staff who, prior to or during training, are considered at risk of injuring themselves when undertaking moving and handling tasks and to take appropriate remedial action.
- 3 To provide moving and handling advice and guidance to relevant staff and to ensure that appropriate moving and handling equipment is available, used effectively and correctly maintained.
- 4 To quality assure and coordinate all moving and handling risk assessments and monitor compliance with the Council's Health and Safety Code of Practice. To lead on the development and regular audit of risk assessments.
- 5 To review moving and handling of service users with complex needs and to advise relevant staff of any equipment requirements.
- 6 To liaise with staff from Health and other Social Care sectors to ensure moving and handling issues are addressed through the sharing of information, ensuring effective service provision.
- 7 To provide information and reports for senior managers as appropriate. To contribute to the development of moving and handling policies/procedures for the Directorate.
- 8 To investigate any moving and handling incidents as delegated, report findings and identify any corrective action required.

- 9 To reconcile invoices in accordance with Directorate and Authority financial procedures.
- 10 To keep updated concerning new ideas, literature and legislation for moving and handling. To advise senior managers of any service implications as a result of legislative changes in consultation with Health and Safety staff.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.