# **Job Description**

| **Post title** | Health and Safety Training Officer |
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| **Job Evaluation** | N11707 |
| **Grade** | Grade 9 |
| **Service** | HR and Employee Services |
| **Service area** | OD/WFD  |
| **Reporting to** |  Training and Development Manager |
| **Location** | Your normal place of work will be Meadowfield, but you may be required to work at any Council workplace within County Durham |
| **Disclosure and Barring Service (DBS)** | This post is not subject to a Basic/Standard/Enhanced Disclosure |
| **Flexitime** | This post is eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

## **Description of role**

The post holder will carry out job specific and health and safety training and assessments within the workplace. They will influence the development of a health and safety and learning culture across the organisation.

## **Duties and Responsibilities**

* The design, delivery and evaluation of training initiatives and programmes to ensure they continuously support organisational needs including face to face, workbooks and digital delivery.
* Carry out practical training and assessments where relevant. A work vehicle is available for on-site visits.
* Provide relevant support to candidates to enable them to complete training programmes.
* To work with service managers to develop training programmes to ensure mandatory training is delivered within a timely manner and refreshed within the prescribed timescales.
* To ensure a high standard of quality in the delivery of training
* To keep up to date with current health and safety legislation, regulations, and industry standards, ensuring regular reviews of training content are undertaken in conjunction with the Health and Safety team.
* To assist in the maintenance of training records/systems.
* Carry out awarding body accredited training and assessments.
* Undertake Quality Assurance checks for accredited training.
* Participate in External Quality Assurance visits.
* To assist in relevant projects which contribute to the development of the Workforce Strategy and Workforce Plans.
* Attend meetings, working groups, focus groups, etc as required.
* To undertake any relevant training to support with training delivery and assessment.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

## **Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * A relevant Teaching qualification Level 3 or above.
* Heath and Safety Qualification – NEBOSH, IOSH (or equivalent)
* Assessor qualification, eg A1, D32/33, Assessing Vocational Achievement (or equivalent) or be willing to achieve.
* Manual Handling Train the Trainer or be willing to achieve
 | * Internal Verifier Qualification, eg V1, D34 (or equivalent)
* Streetworks (SWQR) Operative or Supervisor Card
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| **Experience** | * Development of training material/course presentations
* Delivery of job specific/health and safety training, for example Manual Handling, Abrasive Wheels, Ladders and Steps, Mobile Towers
* Carrying out practical competency assessments
* Experience of working as part of a multi-discipline team
* Experience of working in a Construction or similar environment with a high level of health and safety requirements
 | * Experience of Winter Service Operations
* Experience of Streetworks
* Experience in the use of plant including NPORS accreditation (or equivalent), for example Telehandler, Loading Shovel, Excavator
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| **Skills and Knowledge**  | * Knowledge of Health and Safety legislation
* Able to demonstrate an understanding about different mechanisms for training delivery and how people learn
* Knowledge of different assessment methods
* Verbal and written communication skills
* Presentation skills
* Organisational skills
* Able to use IT e.g. Microsoft Office, Word/Excel/ Powerpoint
 | * Project management skills
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| **Personal Qualities** | * Able to relate to people at all levels of the organisation
* Able to develop partnership arrangements with a wide variety of people
* Able to prioritise work and meet deadlines
* Able to work alone as well as part of the team
* A passion for promoting a health and safety and learning culture within an organisation
* Flexible approach to work
* Committed to the principles of equality and diversity
* Hold a current valid driving licence or access to a means of mobility support
* Able to work outside of normal office hours
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