

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	<b>Health and Safety</b>
<b>Post</b>	<b>Health and Safety Administrator</b>
<b>Post No</b>	<b>502270</b>
<b>Grade</b>	<b>5</b>
<b>Location</b>	<b>Fire &amp; Rescue Service Headquarters</b>
<b>Responsible to</b>	<b>Health and Safety Manager</b>

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

<b>MAIN PURPOSE OF THE POST</b>
As part of the Health and Safety Team, assist in the maintenance of a professional and consistent Health and Safety department that provides quality, accurate specialist Health and Safety advice and practical support on all aspects of health and safety management to enable the South Wales Fire & Rescue Service Fire Authority, Management and employees to effectively discharge their statutory responsibilities.

## **DUTIES AND RESPONSIBILITIES**

### **Primary Duties**

1. To assist in providing a corporate Health and Safety approach by providing a central point of contact for staff for injury and near miss and other H&S statistics and general queries regarding the health and safety portfolio.
2. To Organise and assist with the management of day-to-day functions of the Health and Safety Team members. (Management of Outlook Calendars)
3. To organise and take responsibility for populating and effectively managing the workplace inspection databases, produce anomaly worksheets as necessary and distribute appropriately and arrange to keep managers informed of the currency of the workplace inspection programme.

4. To be responsible for the continual development and maintenance of a robust ICT intranet based health and safety management system for ease of access for all staff and to populate this system as and when required.
5. To assist in the development of Health and Safety strategies, support plans and develop communication methods with the organisation.
6. To assist in the development, maintenance and recording systems for performance management indicators.
7. To manage and populate a health and safety database with information from numerous health and safety activities including, workplace inspections, accident reports, risk assessments, near misses etc. and produce reports as and when required.
8. To compile and forward incident reports to the enforcing authority as required under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.
9. To represent the Service in connection with Health and Safety on working parties/groups/committees and panels both internally and externally, where necessary.
10. To assist in the promotion of a positive health and safety culture and demonstrate a commitment to continuing personal development.
11. To prepare documentation for the presentation of the Health and Safety Training Programme in conjunction with the Training and Development department.
12. To organise, support and attend Health and Safety Committee meetings as necessary.
13. To support the Health and Safety Manager in developing the strategic direction of health, safety and well-being for the Service.
14. To provide administrative support to ensure the effective implementation of and monitoring of the health and safety management system, policies, procedures and processes.
15. To manage the Health and Safety 'helpdesk' to provide a central point of contact for staff for health, safety and welfare issues.

## **General Duties**

16. To assist in the day-to-day management of the health and safety department.
17. To assist in the development of and issue safety critical guidance as and when appropriate.
18. To assist in the development and issue of a Health and Safety Newsletter on a quarterly basis.
19. To assist in the development of the Health and Safety Departmental Plans to help achieve organisational objectives.
20. To liaise with other organisations where appropriate e.g. other FRS, in the quest for efficiency, effectiveness and economic use of resources.
21. To engage with the workforce to install a sense of ownership of health and safety across the Service.
22. To be responsible for organising and maintaining first aid facilities within FSHQ.
23. To discharge such other duties as may from time to time commensurate with the post and grade.

## **Team**

24. To assist in the day-to-day and longer term management of the H&S Team objectives.
25. To assist the H&S Team to achieve their actions as identified within the Directorate and Departmental Plans.
26. To regularly meet as part of the team to provide administrative function in the development of strategies, supporting plans and policies and procedures to ensure that at all times the quality of the services provided in relation to Health and Safety are achieving the Service's aims and objectives.
27. To partake in the annual Personal Appraisal to support department and individual needs.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- To co-operate fully with any scheme or initiative that may be introduced within the department or across the Service.

- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties challenging inappropriate behaviour, attitudes and discrimination at all times.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.
- Maintain confidentiality and ensure compliance regarding Data Protection issues.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

