

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

<b>Department</b>	Health, Safety & Wellbeing
<b>Post</b>	Health, Safety & Wellbeing Manager
<b>Post No</b>	502884
<b>Grade</b>	15
<b>Location</b>	South Wales Fire and Rescue Service Headquarters
<b>Responsible to</b>	Assistant Chief Fire Officer - Technical Services
<b>Responsible for</b>	Advising Directors, Managers and staff on all safety, health and welfare matters to ensure SWFRS complies with its statutory obligations. <ul style="list-style-type: none"><li>• 1 x Health and Safety Manager</li><li>• 2 x Health and Safety Officers</li><li>• 1 x Health and Safety Administrator</li></ul>
<b>Responsibility for Financial Resources</b>	Current Budget of £25,000

**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.**

**MAIN PURPOSE OF THE POST**

To lead a professional Health, Safety and Wellbeing Team that provide quality, consistently accurate and specialist health, safety and wellbeing advice and practical support on all aspects of health and safety management. To ensure South Wales Fire and Rescue Service Fire Authority, management and employees effectively discharge their statutory responsibilities and to develop a positive health and safety culture across the whole organisation.

**DUTIES AND RESPONSIBILITIES:**

1. To act as the competent responsible person for managing Health, Safety and Wellbeing within South Wales Fire and Rescue Service as required by statutory provisions (the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999).
2. To support the Director of Technical Services in developing the strategic direction of health, safety and wellbeing within the service.

3. To provide corporate, strategic solutions and a business partner focus to managing the health, safety and wellbeing for all employees and any others who may be affected by the business actions of South Wales Fire and Rescue Service.
4. To deliver and manage the Wellbeing strategy in collaboration and engagement with key stake holders such as Occupational Health Medical leads and service Safeguarding Officer.
5. To discharge the duties and responsibilities of the Service, undertaking investigations involving RIDDOR related incidents and other incidents where appropriate; making decisions on remedial or preventative actions.
6. To discharge the Health, Safety and Wellbeing requirements under the services `Scheme of Delegation` paper February 2017.
7. To evaluate changes to health and safety legislation and the impacts on the organisation; providing solutions to ensure Service policies and procedures remain fit for purpose
8. To represent South Wales Fire and Rescue Service and contribute to national, regional and local health, safety and wellbeing meetings/programmes such as working parties/groups/committees and panels in line with Organisational requirements.
9. To take ownership of Health, Safety and Wellbeing policies and procedures and provide quality, professional and consistent processes by developing, co-coordinating, monitoring and reviewing the relevant policies and procedures within programmed review periods.
10. To provide advice, guidance as appropriate to the senior management team (SMT), Technical Services directorate and other senior managers to update them on developments in Health, Safety and Wellbeing policy and procedure.
11. To ensure the development, maintenance and review of statistical performance indicators, internal and external) through effective benchmarking relating to health, safety and wellbeing in accordance with the relevant legislation and governing bodies e.g. HSE, Welsh Government and NFCC. Reporting quarterly and annually against these indicators to the director of Technical Services, Fire Authority, SMT and external auditors taking appropriate action when issues arise.

12. To plan, undertake and evaluate health, safety and wellbeing audits and where appropriate report on the findings in collaboration with peer group services. Establish from findings any procedures for planning, implementation and monitoring health and safety, including reviewing of risk assessments, accident reporting and statistics etc., reporting on areas of concern and any recommended action.
13. To develop quarterly and annual support plans and a 3 year strategy, for the Service, to deliver, promote and monitor the health, safety and wellbeing strategy and to ensure the organisation's long term objectives are achieved.
14. To develop and maintain a health, safety and wellbeing training strategy that aligns with the Service's principle of workforce progression to ensure the Service has the appropriate competencies.
15. To establish and champion an effective communications strategy that promotes a positive health, safety and wellbeing culture which integrates in all aspects of service activities Including but not limited to time critical safety information, newsletters and operational updates.
16. To identify and submit health, safety and wellbeing budget requirements, monitor and review the budget and report direct to the finance department
17. To work with our insurance and legal providers to monitor, review, report and proactively reduce the incidence of accidents, accident claims and the associated financial impact on the Service.

## **18. GENERAL DUTIES**

19. To provide day to day management and leadership of the health and safety department by establishing priorities, co-ordinating work activities and monitoring the standards and quality of outputs.
20. To review annual performance and prepare annual report of accidents, near miss events, departmental performance and any other matters of health, safety and wellbeing for the director, SMT, Fire authority and on the instigation of new or updated processes.
21. To provide, where practicable, IOSH registered training as and when required within the Service or Technical Proposal Instructions `TPI`; successfully evaluating competency to IOSH standards to ensure the Service maintains its registered status. In addition, to also assist in the general health and safety training of employees in line with policy and procedures when required.

22. To oversee all aspects of the disclosure service with regards to health and safety issues e.g. litigation claims, department of work and pensions awards, etc. and liaise as appropriate with the relevant organisations.
23. To assist in the development of the directorate and corporate plans in respect of health and safety risk management to meet the achievement of the organisational objectives and develop departmental plans to support these.
24. To monitor, review and maintain a robust up to date portfolio of risk assessments. Support staff responsible for compiling risk assessments to ensure the appropriate control measures are in place and the risk is as low as reasonably practicable (ALARP)
25. To develop and maintain robust, automated and functional systems that maximises the use of technology to deliver an effective self-service health and safety provision e.g. automated H&S accident report forms, library of health and safety publications, library of risk assessments etc.
26. To attend and monitor operational incidents and exercises when required and provide confidential Health, Safety and Wellbeing advice to members of the service as and when appropriate.
27. To undertake and maintain currency with continuing professional development requirements as required by health and safety professional organisations.
28. To undertake and oversee the annual personal appraisals and personal development of team members; enabling them to meet changing demands placed on the department and deal with any issues that arise and support their individual needs.
29. To discharge such other duties as required from time to time commensurate with the post and grade.

## STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall 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.
- 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.

## 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

NB: This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

