

# SOUTH WALES FIRE AND RESCUE SERVICE

## PEOPLE SERVICES DIRECTORATE

### JOB DESCRIPTION

<b>Directorate</b>	People Services
<b>Department</b>	Human Resources
<b>Post</b>	Senior Health & Fitness Adviser
<b>Post No</b>	502422
<b>Grade</b>	Grade 10
<b>Location</b>	Occupational Health Unit (OHU) Pontyclun
<b>Responsible to</b>	HR Manager – Attendance Management and Occupational Health
<b>Responsible for</b>	Health and Fitness Adviser

**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 provide a quality and professional Health and Fitness service to the South Wales Fire and Rescue Service and its members, past, present and future, in a committed and flexible manner.

#### **DUTIES AND RESPONSIBILITIES:**

1. To work closely with the Head of HR, Attendance Management, Line Managers and employees to ensure the delivery of an effective Health and Fitness service.
2. To work closely with the Physicians, Nurses, Administrative Team and external providers of Health and Fitness services to ensure the delivery of an efficient and effective Health and Fitness service.
3. Provide day-to-day management of the Health and Fitness Adviser by co-ordinating and directing work and monitoring standards and outputs. To include but not limited to:
  - Holding regular meetings
  - Setting documented standards of work and monitoring adherence to those standards
  - Allocating and prioritising work

- Ensuring that arrangements are in place for a seamless service to be provided to customers
  - Identifying and addressing training needs where appropriate
  - Approving and monitoring leave requests
  - Acting as mentor and first point of contact.
4. To promote the development of physical fitness within the Fire and Rescue Service and advise management, employees on the selection and best use of various fitness training protocols.
  5. To assist in the recruitment of wholetime duty system and retained duty system staff regarding application of the physical fitness test in line with legislation, South Wales Fire and Rescue Service policy or procedures and to advise trainees on fitness requirements.
  6. To promote health awareness and physical fitness culture throughout the Fire and Rescue Service through various initiatives available including welfare and sports associations and produce reports/documentation when required.
  7. To liaise with the OH Physicians and OH Nurses on the rehabilitation of employees following injury and returning to full operational fitness.
  8. To ensure that equipment is regularly checked, comply with current legislation and safety requirements and employees are competent in its use.
  9. To participate in meetings as appropriate with Senior Managers to update them on developments in Health and Fitness policy and procedure.
  10. To liaise with external bodies, agencies and internal Departments where necessary.
  11. To assist in constantly reviewing opportunities to improve the performance of the Health and Fitness Team and develop improved reporting procedures, to maximise the effective and efficient delivery of services in the most cost effective way.
  12. To continually look to improve systems in place to further enhance and streamline processes and improve effectiveness and efficiency.
  13. To assist in the achievement of the Human Resources actions within the Directorate and Departmental Plans.
  14. To assist in the development, coordination, monitoring and reviewing of policies and procedures relating to Health and Fitness as and when required.
  15. To assist in developing and maintaining strong performance management indicators relating to Health and Fitness and take action against these indicators when issues arise.

- 16.To assist in developing and maintaining a robust and functional IT strategy that maximises the use of technology to deliver a self-service human resource transactional service in respect of Health and Fitness.
- 17.To actively promote welfare issues where appropriate.
- 18.Maintain an understanding of changes to employment legislation and the impacts on the Human Resource Department.
- 19.To maintain confidentiality at all times with cognisance of the Data Protection legislation.

## **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 and 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

