



JOB DESCRIPTION

Job Post Title:	Health, Safety and Wellbeing Administrator
Post No:	503204
Grade/Role:	Grade 6
Department:	Health, Safety & Wellbeing
Location:	Fire Service Headquarters
Responsible to:	Health, Safety & Wellbeing Manager, Assistant Health, Safety & Wellbeing Manager
Requirement to be a Welsh Speaker (Essential or Desirable):	Desirable

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

As part of the Health, Safety & Wellbeing Team, to assist in providing quality, accurate and specialist advice and support on all aspects of Health, Safety & Wellbeing management to enable the South Wales Fire and Rescue Service employees and volunteers to effectively discharge their statutory responsibilities.

DUTIES AND RESPONSIBILITIES

Primary Duties

1. To assist in providing a corporate Health, Safety & Wellbeing approach by providing a central point of contact for all employees/volunteers and visitors/contractors for injury and near miss and other Health & Safety 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, Safety & Wellbeing Team members. (Management of Outlook calendars etc.)
3. To provide administrative support to the Health, Safety & Wellbeing (HSW) Team members in compiling and drafting documents as requested. And arranging appointments on behalf of the HSW Team members.
4. Carry out a range of administrative functions including scanning, filing, photocopying, note taking etc. and ensuring relevant meeting folders are kept up to date. Additionally undertake any administrative functions commensurate with the role as required across the Service.
5. To organise and take responsibility for populating and effectively managing the workplace inspection databases, produce anomaly worksheets as necessary and distribute



appropriately, ensuring all inspection reports are uploaded onto the intranet in a timely manner. And keep managers informed of the currency of the workplace inspection programme.

6. To organise all Health & Safety Workplace Inspections and liaise with relevant groups including, OAST, Station Managers, Business Fire Safety and Building Maintenance and Facilities and Safety Representatives to ensure all parties are available on the schedule.
 7. To be responsible for the continual development and maintenance of a robust ICT intranet based Health & Safety management system for ease of access for all staff and to populate this system as and when required.
 8. To assist in the development of Health, Safety & Wellbeing strategies, support plans and develop communication methods within the Service.
 9. To assist in the development, maintenance and recording of systems for performance management indicators.
 10. To manage and populate a Health, Safety & Wellbeing database with information from numerous Health & Safety activities including, workplace inspections, accident reports, risk assessments, near misses etc. and produce reports as and when required.
 11. To identify KPI trends as the first point of the process and bring these to the attention of the Health, Safety & Wellbeing Manager, ensuring analysis of essential data and statistical reports are developed to help manage the process, ensuring effective control measures can be implemented.
 12. To compile and forward incident reports to the enforcing authority as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)
 13. To proactively engage with nominated Investigating Officers and gather and compile supporting documentation following a safety event and prepare a folder of evidence for the Service's insurance team.
 14. To manage the Health, Safety & Wellbeing 'helpdesk' providing a central point of contact for staff for any Health, Safety & Wellbeing issues via online 24/7 recording system, telephone and general email account etc.
 15. To represent the Service in connection with Health, Safety & Wellbeing on working parties/groups/committees and panels both internally and externally, where necessary.
 16. To assist in the promotion of a positive, Health, Safety & Wellbeing culture and demonstrate a commitment to continuing personal development.
 17. To prepare documentation for the presentation of the Health, Safety & Wellbeing Training Programme in conjunction with the Training & Development department.
 18. To support and attend Health & Safety Committee meetings as necessary and prepare relevant Health & Safety statistics and reports.
 19. Support the Health, Safety & Wellbeing Team by attending and representing the team on meetings to help ensure team availability as and when necessary.
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20. To provide and administration function during Health, Safety & Wellbeing team meetings and assist in the development of strategies, policies and procedures, and support plans in relation to Health & Safety to achieve the Service's aims and objectives.
 21. To undertake CoSHH Assessments and manage the Services online CoSHH folder ensuring it is up to date, liaise with suppliers to obtain and utilise Material Safety Data Sheets (MSDS) in line with current legislation. Training will be provided.
 22. To assist with undertaking DSE Assessments and provide necessary training on set up of workstations compile reports as required for staff based at FSHQ and where necessary across the Service when cover is required providing any equipment as identified and liaising with third party providers when necessary, in line with current legislation. Relevant training will be provided.
 23. Responsible for ordering replacement stock and supplies for DSE Assessments and First Aid for FSHQ.
 24. Carry out sound measurement surveys and compile a report/risk assessment on findings. Relevant training will be provided.
 25. To assist with budget recording and maintenance in relation to the service's eyesight test budget.
 26. Arrange calibration of equipment and liaise with supplier to ensure annual compliance.
 27. To work with the Services Information, Governance and Compliance Team to ensure any sensitive information within the Health, Safety & Wellbeing Team is managed effectively within the guidelines of GDPR.

General Duties

28. To assist the Health, Safety & Wellbeing Team to achieve their actions as identified within the Directorate and Departmental Plans.
 29. To assist in the development of and issue safety critical guidance as and when appropriate.
 30. To review and update the risk assessment library on a periodic basis.
 31. To manage the layout and content of the Health, Safety & Wellbeing Intranet site, ensuring information is up to date and relevant.
 32. To assist in the development and issue of a Health, Safety & Wellbeing update for the Service Newsletter as required.
 33. To liaise with other organisations where appropriate e.g. other FRS, in the quest of efficiency, effectiveness and economic use of resources.
 34. To be responsible for organising and maintaining first aid facilities/equipment within FSHQ, and updating the RedKite system for audit purposes.
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35. To partake in the annual Personal Appraisal to support team and individual needs.

36. To discharge such other duties from time to time commensurate with the post and grade.

STANDARD SERVICE REQUIREMENTS

In addition to the duties and responsibilities outlined above, the post holder will be required to:-

- Undertake any other duties commensurate with the grade and post.
- Attend in-house and external training courses as required.
- Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
- Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
- Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
- Adhere to Health & Safety Legislation and Procedures and take reasonable care for the health and safety of self and others.

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

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

