

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Health, Safety and Wellbeing
Post	Health, Safety and Wellbeing Manager
Post No	504404
Grade	16
Location	South Wales Fire and Rescue Service Headquarters
Responsible to	Assistant Chief Fire Officer - Technical Services
Responsible for	<p>Advising Directors, Managers and all personnel on all safety, health and wellbeing matters to ensure SWFRS complies with its statutory obligations, under UK and European law.</p> <p>In addition to direct line management of :</p> <ul style="list-style-type: none"> • 1 x Assistant Health, Safety and Wellbeing Manager • 2 x Health, Safety and Wellbeing Officers • 1 x Health, Safety and Wellbeing Administrator
Responsibility for Financial Resources	Current Annual Budget £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 act as the competent person for all areas of Health Safety and Wellbeing across the Service and 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/volunteers effectively discharge their statutory responsibilities under UK and European legislation and to develop and deliver a positive health and safety culture across the whole Service.

DUTIES AND RESPONSIBILITIES

Primary Duties

1. To act as the competent responsible person for managing Health, Safety and Wellbeing within South Wales Fire and Rescue Service as required by UK and European statutory provisions (e.g. the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1999).
2. To work directly to and 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/volunteers, visitors/contractors and any others who may be affected by the business actions of South Wales Fire and Rescue Service.
4. To develop, deliver and manage the Health Safety and Wellbeing strategy in collaboration and engagement with key stake holders such as Occupational Health Medical leads and the Service's 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 for the continued improvement of service delivery.
6. To discharge, monitor and review the Health, Safety and Wellbeing requirements under the South Wales Fire and Rescue Service's Fire Authority `Scheme of Delegation`.
7. To continuously evaluate changes to health and safety legislation and the impacts on the Service; providing solutions to ensure Service policies and procedures remain fit for purpose, in line with statutory guidance.
8. The role involves a very major direct impact on the wellbeing of substantial numbers of people, whom both work within and are reliant on Fire and Rescue Services interventions; involving the assessment of needs of relevant groups and determining how appropriate programmes should be delivered in line with Health and Safety Legislation. With responsibility for making professional decisions which will affect the future well-being of individual, and groups of, employees.
9. To travel UK wide to represent the All Wales Health, Safety and Wellbeing Practitioners Group and Chair the All Wales Health, Safety and Wellbeing Practitioners Group Wales at regional meetings. Represent South Wales Fire and Rescue Service, using analytical

planning and judgemental skills to proficiently 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.

10. 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.
11. To provide professional and accurate advice/guidance as appropriate to the Senior Management Team (SMT), Director of Technical Services and other Senior Service managers to update them on developments in Health, Safety and Wellbeing policy and procedure.
12. 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 directing appropriate action when issues arise.
13. To manage and where required travel to workforce home/work to conduct theoretical and practical based assessments and prepare and follow up medical request reports, for use internally and externally e.g. 'Access to Work' programme, and ensure identified requirements are implemented following a range of assessments by the Health Safety and Wellbeing team on behalf of Service personnel. Ensuring effective treatment/conclusion is obtained to aid the limiting of days lost through sickness/injury resulting in improved service delivery.
14. To plan, direct, co-ordinate, undertake and evaluate health, safety and wellbeing audits and where appropriate report on the findings in collaboration with peer group services. Establish and direct workstreams from findings any procedures for planning, implementation and monitoring health and safety, including reviewing of risk assessments, accident reporting and statistics etc., compiling, reviewing and reporting on areas of concern and any recommended actions within organisational timescales.
15. To liaise with third party organisations to ensure appropriate audit has taken place, to permit third parties to safely undertake their works on SWFRS sites, e.g. NVQ Assessors, contractors.
16. 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 ensure the organisation's long term objectives are achieved.

17. To identify, 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.
18. 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. Ensuring professional knowledge is disseminated in a way that is understood by a range of parties to provide the most effective and useful manner to the benefit of the individuals and the Service as a whole.
19. To manage, prepare and monitor the health, safety and wellbeing revenue budget, reviewing the budget and reporting direct to the finance department, in the role as final signatory, and ensuring expenditure is kept within agreed limits.
20. To collaborate with the Services' insurance and legal providers to monitor, review, report and proactively reduce the incidence of accidents and accident claims, with the aim of limiting the associated financial impact on the Service.
21. To scan the environment in search of legislative changes and continuous improvement to ensure Service policies and procedures reflect the requirements of these changes and are suitable for purpose.
22. To constantly review opportunities to improve the performance of the Health Safety and Wellbeing Team in a cost effective way.

General Duties

23. To impart day to day management and leadership of the health and safety team by establishing priorities, through co-ordination of work activities and monitoring the standards and quality of outputs. Regularly travelling throughout the Service area to quality assure the effectiveness of the works completed by team members to confirm compliance with statutory bodies.
24. To review annual performance and prepare annual report of accidents, near miss events, team 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.

25. To travel to a range of sites to provide accurate professional advice to employees, contractors and members of the public during SWFRS events held on station and on third party sites to ensure the South Wales Fire and Rescue Service Fire Authority discharges their statutory duties.
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 where appropriate, to coordinate the mitigation of risk for the prevention of accidents; often in a fast developing situation where the full risk is frequently unknown.
27. To hold extended previous formal training, to postgraduate degree or equivalent professional qualification level, plus training or experience in the application of the knowledge to the specific requirements of the job. Extensive experience in the relevant areas of work, ensuring ongoing development and CPD in line with specific health and safety professional memberships, e.g. IOSH.
28. To provide, where practicable, IOSH registered training as and when required within the Service or Technical Proposal Instructions `TPI`; successfully evaluating competency of candidates to IOSH standards to ensure the Service maintains its registered status, in line with IOSH Code of Conduct.
29. Undertake Marking of IOSH Assessments/Projects as a registered competent tutor/examiner, in line with IOSH Requirements and Code of Conduct
30. 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.
31. 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/team plans to support these.
32. 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 known risk is as low as reasonably practicable.
33. To develop, procure 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.

34. To undertake and oversee the annual personal appraisals and personal development of Health Safety and Wellbeing team members; enabling them to meet changing demands placed on the team and deal with any issues that arise and support individual requirements.

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 and further afield. The successful candidate must be able to travel independently.

