

GWENT POLICE - ROLE PROFILE

Role:	Health and Safety Assistant
Department:	People Services
Service Area:	Resources Directorate
Responsible to:	Health & Safety Advisor
Responsible for:	Health and Safety Administrator
Role Purpose:	To provide a key focal point role for the Health and Safety Team and deputise for the Health and Safety Advisor.
Fixed,Field,Flexible:	Flexible (Full Time)
Vetting Levels:	RV
Grade:	6
Date role last reviewed:	May 2020

Main Activities:

1. Supporting the Health and Safety Advisor to achieve the effective implementation of GWP Health and Safety management system and achieve continuous improvement.
2. Liaising with relevant internal and external stakeholders including suppliers, partner groups, and departments and enforcing authorities to represent GWP or the H&S team.
3. Undertaking and reviewing risk assessments and accident investigations as required, ensuring that corrective actions identified are implemented.
4. Co-ordinating the planning and implementation of the H&S external benchmarking and internal audit and inspection programmes.
5. Acting as the system administrator for the Force E-Safety electronic information management system to ensure the accurate inputting, recording and analysis of reported accidents, near misses and other H&S data.
6. Monitor the reporting of accidents, near misses, disease and dangerous occurrences to ensure investigations take place and our obligations under RIDDOR are met.
7. Assisting in the development, co-ordination, implementation and monitoring of emergency arrangements across GWP estate. Including Personal Emergency Evacuation Plans (PEEPs), force wide fire evacuation programme.
8. Conduct research on Health & Safety issues and legislative changes, highlighting relevant information to the Health & Safety Advisor to assist in ensuring that policies, procedures and practices remain current and reflective of best practice.

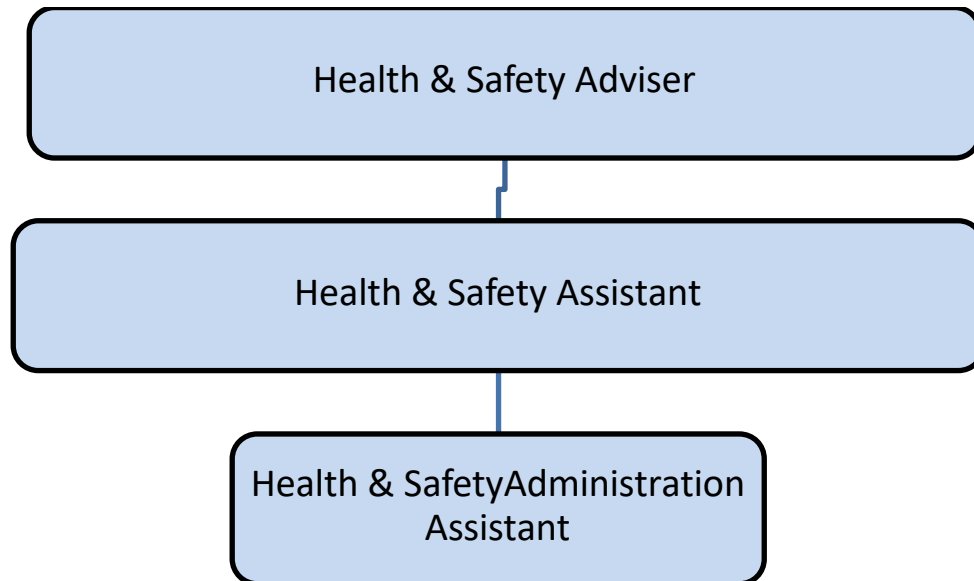
9. To ensure the Gwent Police Health and Safety intranet site is updated and to support service areas in the maintenance of their health and safety information.
10. Preparation of H&S management information and key performance indicator reporting to meet senior management requirements.
11. Engaging with Business Area and Learning & Development leads to ensure suitable oversight of designated training programmes including but not limited to First-Aiders, Workstation Assessor, IOSH Managing Safely, Asbestos awareness etc.
12. Development and delivery of designated training/briefing sessions.
13. Assist the Health & Safety Advisor in the administration of the departmental budget, in line with financial procedures, including purchasing and processing of invoices.
14. To deliver a customer-focussed service.
15. To promote and adhere to Gwent Police's Strategic Equality Plan to support the development of a diverse workforce.
16. To take reasonable care of own and others' safety; to co-operate with managers / supervisors in complying with statutory health and safety duties; to report incidents, faults and accidents etc.
17. To fully participate in the performance appraisal process

Special Circumstances:

1. Gwent Police is a non-smoking organisation
2. All staff within Gwent Police must display the qualities necessary to work efficiently within a diverse organisation and able to contribute to an open, fair working environment where inappropriate behaviour is not permitted.
3. Ability to travel to and work across a multi-site environment at short notice to locations throughout the Force and on occasions throughout the UK

Note: This job description is provided to give a broad outline of the job activities of this post. Gwent Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of Gwent Police you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

ORGANISATION



Job Specific Criteria Areas	Maximum Word Count	Method of assessment, for example, Application Form, Test, Presentation or Certificate
1. Attainments	300	Application Form/Interview
Minimum NEBOSH Certificate (NVQ Level 3) or equivalent and working toward NVQ Level 5/6.		
2. Experience	300	Application Form/Interview
<ul style="list-style-type: none"> • Must have previous experience of working in health and safety in a large organisation • Must be able to evidence excellent verbal and written communication skills • Must have experience of planning for and meeting critical deadlines • Must be able to demonstrate good organisation and interpersonal skills • Must have experience of working with key internal and external stakeholders 		
3. Knowledge		
<ul style="list-style-type: none"> • Must have a working knowledge of the Health and Safety at Work Act 1974 and associated regulations relevant to the police service • Working knowledge of H&S reporting and management systems, • Must be IT literate and have a good working practical knowledge of Microsoft Office packages including Word and Excel. • Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable. 	300	Application Form/Interview

4. We are emotionally aware <ul style="list-style-type: none"> • I consider the perspectives of people from a wide range of backgrounds before taking action. • I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. • I promote a culture that values diversity and encourages challenge. • I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. • I take responsibility for helping to ensure the emotional wellbeing of those in my teams. • I take the responsibility to deal with any inappropriate behaviours. 		Interview
5. We take ownership <ul style="list-style-type: none"> • I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. • I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. • I am accountable for the decisions my team make and the activities within our teams. • I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. • I actively encourage and support learning within my teams and colleagues. 		Interview

6. We are collaborative		Interview
<ul style="list-style-type: none"> • I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. • I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. • I understand the local partnership context, helping me to use a range of tailored steps to build support. • I work with our partners to decide who is best placed to take the lead on initiatives. • I try to anticipate our partners' needs and take action to address these. • I do not make assumptions. I check that our partners are getting what they need from the police service. • I build commitment from others (including the public) to work together to deliver agreed outcomes. 		
7. We deliver, support and inspire		Interview

<ul style="list-style-type: none"> • I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. • I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. • I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. • I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. • I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. • I motivate and inspire others to achieve their best. I support the efficient use of resources to create the most value and to deliver the right impact. • I keep up to date with changes in internal and external environments. • I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service. 		
8. We analyse critically		Interview
<ul style="list-style-type: none"> • I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. • I think about different perspectives and motivations when reviewing information and how this may influence key points. • I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. • I understand when to balance decisive action with due consideration. • I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. • I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. • I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics. 		

9. We are innovative and open-minded		Interview
<ul style="list-style-type: none"> • I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. • I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. • I am flexible in my approach, changing my plans to make sure that I have the best impact. • I encourage others to be creative and take appropriate risks. • I share my explorations and understanding of the wider internal and external environment. 		

Signed: _____ (Applicant – upon offer of appointment)

Dated: _____