



ROLE PROFILE

Role Title:	Health and Safety Support– HR Intern
Grade:	Scale 3
Responsible to:	Senior H&S Advisor
Responsible for:	No Supervisory Responsibility
Liaison with:	Police Officers, Police Staff, General Public, Other Police Forces, partners and agencies
Required Vetting Level:	MV/SC – Management Vetting & Security Clearance
Date Published:	3 rd September 2020

Role Purpose	To provide business and administrative support for the Health and Safety Team.
Main Responsibilities	Advice and Guidance
	<ul style="list-style-type: none"> • Give advice and guidance to customers, on the phone, face-to-face and electronic, on related area of work following standard procedures • Investigate problem/issue(s) and provide appropriate solution(s) • Provide adequate support to users as directed • May involve inspecting and reviewing situations for compliance • May involve interacting with and pro-actively supplying information to community groups and members of the public • May involve taking and/or advising on appropriate action within remit • May involve responding to escalated queries from members of the public
	Organisation/Planning
	<ul style="list-style-type: none"> • Plan and organise allocated own work • Co-ordinate with other team members • Contribute to departmental subject/functional/unit plan • Develop and implement sub project plans • Develop and agree a course of action covering the short and medium term • To organise and schedule events/meetings as directed
	People Management
	<ul style="list-style-type: none"> • May monitor and allocate workload and monitor performance • Coach and mentor others • Quality assure the standard of work of the team
	Processes
	<ul style="list-style-type: none"> • Adapt and refine work practices and procedures (local and force processes) • To follow, create, amend, improve and quality assure processes for use by self and others • Ensure various transactions are processed
	Research/Investigation
	<ul style="list-style-type: none"> • To undertake research on legislation/ complex/ sensitive/ contentious specific subject matters • Present recommendations

	<ul style="list-style-type: none"> • Gather and analyse information and provide results for further analysis • To carry out investigations of relevant problems, queries and/or situations • Follow-up enquiries as directed <p>Risk Management and Legal Compliance</p> <ul style="list-style-type: none"> • Identify risks within own remit • Identify controls to mitigate risks and inform • Comply with legislation <p>Customer Service and Representation</p> <ul style="list-style-type: none"> • To present a positive image and service to both internal and external customers • Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service • Maintain confidentiality in relation to data protection issues and Management Of Police Information (MOPI) standards <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Must possess or be working towards a degree or equivalent qualification in a relevant subject. For example- Health and Safety, Occupational Health and Safety, Business Processes, Business Administration etc • Must possess IOSH Managing Safely Qualification or similar or be prepared to work towards it
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Must be computer literate and proficient in Microsoft applications demonstrating a high level of computer literacy in word processing, spreadsheet and database software, including the complex manipulation of data • Ability to follow through conceptual ideas to practical and effective implementation • Ability to deal with sensitive and confidential issues and enforces the security of data • Ability to produce high quality, comprehensive, logical and structured reports. • Able to present to individuals and groups, using language and techniques appropriate to the audience. • Must be comfortable using technology remotely to communicate- such as Skype and Teams <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 - Can understand the essence of a conversation, convey basic information, contribute to meetings, transfer

	<p>telephone calls and respond to simple requests in Welsh. Also introduce oneself and others by name, role, and location/organisation.</p> <ul style="list-style-type: none"> • Demonstrate an ability to write and edit Visual Basic Programming for excel • Nebosh NGC or equivalent or working towards
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Good understanding and keeps abreast of current and future developments within the area of Health and Safety. • Knowledge and experience of Occupational Health and Safety.
Personal Qualities	<p>Serving the Public Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests Understands the expectations, changing needs and concerns of different communities and strive to address them Builds public confidence by talking to people in local communities to explore their viewpoints and break down barriers between them and the police Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them Works in partnership with other agencies to deliver the best possible overall service to the public</p> <p>Professionalism Acts with integrity, in line with values of the Police Service Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations Acts on own initiative to address issues, showing a strong work ethic and putting in extra effort when required Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p> <p>Openness to Change Positive about change, responding flexibly and adapting to different ways of working Finds better, more cost effective ways to do things, making suggestions for change Takes an innovative and creative approach to solving problems Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge</p> <p>Service Delivery Understands the organisation's objectives and priorities and how work fits into these Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate</p>

	<p>Decision Making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations Considers a range of possible options before making clear, timely, justifiable decisions Reviews decisions in light of new information and changing circumstances Balance risks, costs and benefits, thinking about the wider impact of decisions Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest</p> <p>Working with Others Works co-operatively with others to get things done, willingly giving help and support to colleagues Is approachable, developing positive working relationships Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations Is courteous, polite and considerate, showing empathy and compassion Deals with people as individuals and address their specific needs and concerns Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non judgemental approach regardless of their background or circumstances</p>
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All individuals of South Wales Police must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	Yes
Personal Quality – Professionalism	Yes
Personal Quality – Openness to Change	
Personal Quality – Service Delivery	
Personal Quality – Decision Making	
Personal Quality – Working with Others	Yes