

Health and Safety Consultant

Role Profile / Job Description

Role Title : Health and Safety Consultant

Responsible To : Business Operations Manager

Hours : 37 hours for an initial 3 month period

Salary : £38,000

Primary Purpose :

The Health and Safety Consultant is responsible for leading and managing the health, safety and environmental practices across all Wellbeing @Merthyr venues in order to meet strategic goals and current legislation. Working for Wellbeing @Merthyr and our resident organisations the Health and Safety Consultant will have responsibilities across our business to engender a positive cultural attitude which promotes collaborative good practices on all Health, Safety and Environment issues. Supporting our business in providing a high quality service to all those visiting and using Wellbeing @Merthyr (Merthyr Tydfil Leisure Trust) facilities, contributing to our vision of Creating healthier and happier communities.

Specialist Accountabilities:

(broad parameters)

1. To act as key representative for all activities relating to the promotion of Wellbeing @Merthyr's best practice health, safety and environmental management to external customers and stakeholders;
2. To manage Wellbeing@ Merthyr venues emergency procedures and ensure workforce training and regular drills;
3. To promote occupational health, safety and environmental best practice across our venues, developing safer and healthier ways of working and managing risk;
4. To promote Health and Safety awareness and positive culture through HSE campaigns with a proactive and hands on approach;
5. Manage the recording and investigation of accidents, incidents and hazards, note trends by applying scientific methodology, identifying causes and propose remedial actions. This also includes ensuing legislative requirements are met within specified deadlines for example RIDDOR reporting;
6. Ensure the compliance of and review of venue premises licences;
7. Liaise with relevant authorities, bodies and third parties in relation to health, safety, environment, licensing and insurance related matters and utilise information for continuous improvement ;
8. Advise senior management of any changes in legislation or industry good practice as appropriate;
9. Act as designated health & safety officer for the Leisure Trust, organise and lead health & safety managers meetings;

10. Lead regular review and audit of safety and environmental management systems to ensure compliance;
11. Manage and develop energy monitoring and targeting systems;
12. Prepare reports on health, safety and environmental performance as appropriate;
13. Lead review of contracts including but not exclusive to insurance and energy provision;
14. Manage review of capital management plan and ensure compliance with funding agreements;
15. Ensure Wellbeing @Merthyr's business continuity plan is reviewed and tested on a regular basis;
16. Ensure Venue risk matrix is reviewed on a regular basis;
17. Developing and managing systems to ensure compliance with Capital Maintenance funding agreements;
18. To liaise with onsite managers delivering training to ensure that operational training complies with Health and Safety Legislation;
19. To develop and deliver training sessions with management and colleagues on a variety of HSE topics which include the review of normal operating plans for Wellbeing@Merthyr venues; and,
20. To develop, Chair and manage the administration of all venue HSE meetings.

**Generic
Accountabilities:
(broad parameters)**

1. Manage delegated budgets and report on cost control issues;
2. Identify opportunities to promote Wellbeing @Merthyr's achievements;
3. Experience of setting and managing budgets; and,
4. To develop and continuously review Wellbeing @Merthyr's Health and Safety policies, this will include providing assistance with evacuation procedures or building searches in the event of an emergency.

Success Measures:

- Levels of Customer Service;
- Continued progress against KPI's; and,
- Attainment of Recognised Accreditation in Health and Safety practices.

This role profile sets out the main duties and parameters of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. There will therefore be other duties and requirements associated with your role and in addition as a term of your employment you may be required to undertake various other duties as may reasonably be required. Such variations are a common occurrence and cannot by themselves justify a reconsideration of the post.

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What we are looking for (Person Specification)

When preparing your written application, you will need to provide evidence against the criteria below, either in a work or personal situation. You may wish to use the STAR model. Briefly explain the situation, the Tasks and Actions you were required to take and the Results for you, the customer and the organisation.

A. Knowledge and Experience

No	Quality	Criteria	Measured
1	An understanding of Sustainable Development, Environmental Management Systems, Health and Safety, Risk Management, Licensing and Insurance.	Essential	Application and Interview
2	Experience in working with department heads / line managers in developing their health and safety responsibilities	Essential	Application and Interview

B. Skills and Abilities

No	Quality	Criteria	Measured
1	Methodical approach /attention to detail	Essential	Application and Interview
2	Ability to work on own initiative	Essential	Application
3	Ability to remain calm under pressure	Essential	Application
4.	Be able to work as part of a team as well as using initiative	Essential	Application and Interview
5.	Good communication skills, oral and written	Essential	Application and Interview
6.	Ability to establish credibility quickly	Essential	Application and Interview
7.	A flexible attitude to work patterns will be required	Essential	Application and Interview
8.	Practical experience of working with health, safety and environmental management systems.	Essential	Application and Interview

C. Management Values

No	Quality	Criteria	Measured
1	A team player, committed to working across teams showing integrity	Essential	Application and Interview
2	Committed to providing the very best service excellence	Essential	Application
3	Having a positive 'can do' attitude	Essential	Application
4	A flexible approach to tasks and workload, cares about our customers	Essential	Assessment

D. Other Requirements

No	Quality	Criteria	Measured
1.	Able to work unsociable hours	Essential	Application
2.	Ability to work flexible shift patterns e.g. morning shifts, evening shifts and weekends	Essential	Application
3.	Lone working	Essential	Application
4.	Ability to work across the various venues of the Trust as the need arises	Essential	Application
5.	The ability to work effectively, efficiently and as economically as possible in all that you do.	Essential	Application

E. Qualifications

No	Quality	Criteria	Measured
1.	NEBOSH Certificate in Occupational Safety and Health	Desirable	Application
2.	IEMA Certificate in Environmental Management or Equivalent	Desirable	Application
3.	Personal License Holder or willing to obtain	Essential	Application
4.	Membership of IOSH at Technician Level or above	Desirable	Application
5.	Membership of IEMA at Associate Level or above	Desirable	Application
6.	Fire safety qualification	Desirable	Application
7.	NEBOSH Diploma in occupational safety and health or working towards	Desirable	Application

F. Welsh Language

No	Quality	Criteria	Measured
1.	The ability to speak Welsh	Desirable	Application
2.	The ability to listen and understand conversations in Welsh	Desirable	Application
3.	The ability to write in Welsh	Desirable	Application
4.	The ability to read Welsh	Desirable	Application