

POST TITLE	HEALTH, SAFETY AND WELLBEING COORDINATOR - OPERATIONAL SERVICES
DIRECTORATE	PLACE
SERVICE	OPERATIONAL SUPPORT, PERFORMANCE AND IMPROVEMENT
RESPONSIBLE TO	OPERATIONS MANAGER – DEVELOPMENT & COMPLIANCE
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Supporting Health, Safety and Environmental risks and responsibilities within workforce and at Depots; tracking risk across the service by monitoring changing demands on service, legislation and working environment or practices and offering solutions to Operational Services. To assist responsible managers with compliance and improvement in regard to health, safety and staff wellbeing.

To coordinate and ensure timely and satisfactory completion of service wide improvement projects. To promote collaboration, communication and joined up working across Operational Services to achieve better outcomes for staff and customers. Facilitating service wide groups such as HSE committee, steering and improvement groups.

Supporting Operational Services through change (planned and unexpected) through the implementation of change management principles and processes, taking a proactive role in coordinating improvement projects.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide advice and guidance to colleagues and senior managers in Operational Services, on policy, legislative and organisation related issues.
- Coordinating audits and records management across the service (e.g. risk assessments, method statements, operating procedures) by creating and monitoring annual internal audit plans and by ensuring information management systems are up-to-date and easily accessible to staff.
- Coordinating projects and assisting with the implementation of improvements such as improving processes, procuring equipment, and upgrading staff facilities and resources.
- Bringing consistency of approach across Operational Services by reporting on health and safety records, building relationships and using data to identify risks and working with service areas and our Learning & Development team to mitigate these and make improvements across the service.
- To run and oversee service wide Health & Safety Committee to increase staff engagement, promote standardised practices where possible (e.g. risk assessments, inspections, accident investigations, toolbox talks etc.) and to monitor compliance with changing legislation and best practice.
- Work in conjunction with Corporate Health and Safety and Union colleagues on specific Health, Safety and wellbeing matters.
- To act as a coordination point to ensure service resilience by coordinating with internal and external sources and stakeholders and issuing communication and guidance in the event of sudden or unexpected changes such as during the Covid-19 Pandemic.
- Undertake other relevant duties in accordance with the function and grading of the post as required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder is qualified to degree level (SCQF 9) or has equivalent relevant experience.
- Thorough knowledge of Council policy, procedures and practice and the relevant legislation relating to health, safety and wellbeing and procurement.
- Analyse and identify problems or issues that arise within their area of work and apply high levels of creativity in developing innovative solutions.
- Develop and maintain positive professional relationships with a wide variety of stakeholders and interest groups.
- Experience in managing projects and the ability to develop creative approaches and techniques in the planning and delivery of these for Operational Services.
- The post holder will communicate effectively in both oral and written forms and be able to promote communication across a range of audiences including departments and individuals at all levels within the organisation.
- Organise workload in order to deal with simultaneous demands and to meet deadlines.
- The post holder will work proactively and with limited supervision, whilst at the same time recognising when matters need to be referred to a more senior officer.
- Will be expected to be proactive in identifying performance solutions to enhance business productivity.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Although the post may be exposed to some physical demands and adverse working conditions these will be predominantly within the range of normal office-based activities.
- Required to prioritise their own workload, respond in a timely manner to requests for service information.
- Much of the post holder's work will be to strict deadlines and will be subject to last minute changes, requiring post holder to adopt a flexible approach and re-prioritise other tasks as necessary.
- The postholder will be required to work outside of standard, contracted working hours on occasion based on organisational needs.
- Decisions and recommendations made by the postholder will have implications for how services are delivered and as such may impact directly on service users and other stakeholders and will have significant financial and resource implications.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The postholder will have no direct reports.

Particular projects, working groups and other tasks are likely to require the post holder to take responsibility for staff from other areas of the service, and to chair and manage project teams.

RESOURCES

- The post will be responsible for a range of office equipment and will update and maintain data.
- The post holder may at times be given a budget to manage for a particular project.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).