

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Safety and Environment Officer
Service:	Environmental and Regulatory Services
Team:	Environment and Safety
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Emergency Planning and Resilience Officer
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
Accountable to the Emergency Planning and Resilience Officer (EPRO), you are responsible for providing comprehensive, confidential and proactive support to the EPRO in all aspects concerned with the efficient and successful operation of Emergency Planning, Health and Safety and Business Continuity Services, with a particular emphasis on Corporate Health and Safety compliance.	

Assisting with the coordination, monitoring, development and review of Emergency Planning, Corporate Health and Safety and Business Continuity projects, plans, policies and procedures.

Supporting the EPRO to ensure the Council is as prepared as possible in meeting its statutory responsibilities under a wide range of legislation, and in particular the Health and Safety at Work Act 1974 and Civil Contingencies Act 2004.

MAIN DUTIES AND ACCOUNTABILITIES

- Provide high quality, effective, efficient and comprehensive support to the Emergency Planning Officer in respect of a range of projects, plans, policies, procedures and other initiatives the EPRO has responsibility for.
- Support the EPRO in ensuring the Health and Safety Management arrangements within the organisation are fit for purpose and are routinely monitored and reviewed to ensure compliance.
- Develop, manage and deliver specific projects as directed by the EPRO.
- Assist the EPRO in managing workloads and priorities, arranging appointments and meetings as requested.
- Coordinating, monitoring, developing and reviewing of plans, policies and procedures and coordinate and minute meetings as requested by the EPRO
- Support with the coordination, monitoring, development and review of Emergency Planning and Resilience Service plans to help ensure that the Council is as prepared as is reasonably practicable for all minor, major and critical incidents.
- Support the EPRO in the delivery of the Health and Safety, Emergency Planning and Business Continuity work programmes to help ensure compliance with the Council's statutory responsibilities.
- Day to day management of contracts for Lone Working (Stay Safe) and out of Hours Service (Pinnacle) ensuring contractors perform to service level agreements. Manage the escalation procedures liaising with contractors and service managers across the authority.
- Monitor the out of hours reports and share with service departments.
- Coordinate the Safety Advisory Group, liaising with partner agencies, collating and disseminating information and feedback and arranging SAG meetings where appropriate.
- Maintain, monitor and review registers for aggressive or violent incidents and accidents.
- Manage the first aid and fire warden registers and rotas, coordinate first aid provision.
- Maintain and update emergency contact lists.

- Maintain the content of Waverley Borough Council's Resilience Direct, Health and Safety and Business Continuity web pages.
- Produce regular reports in relation to accidents at work, out of hours and lone working incident.
- Provide support for the management of minor, major and critical incidents as directed, including but not limited to:-
 - Emergency Coordination Centre
 - Rest/Reception Centres – Crisis Support Officer
 - Field based – Incident Liaison Officer
- Maintain an inventory of all emergency response and other equipment held by the team, ensure stocks are maintained and ready for use; manage and monitor orders and invoices.

DIMENSIONS OF THE ROLE

- Accountable to the EPRO, responsible for providing comprehensive, confidential and proactive support, with particular emphasis on Corporate Health and Safety compliance.
- Able to use own initiative to resolve conflicting priorities and other issues in the absence of the EPRO to a level commensurate with the role.
- Whilst the role will be mainly office based, there will be an occasional requirement to undertake event/project visits and meetings outside of the main Council offices and there will be a requirement to occasionally work outside of normal working hours.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Monitoring day to day activities of the Council to ensure compliance with corporate health and safety policies and procedures and taking action to correct compliance failures e.g. raising issues with relevant Heads of Service on behalf of the EPRO.
- Provide support at a senior level to the EPRO to ensure the smooth management of his/her day to day affairs, and most effective use of his/her time.
- Able to handle sensitive and complex issues in a professional and objective manner.
- Able to take initiative as appropriate especially in the EPRO's absence.
- Taking appropriate ownership of projects to manage them and ensure key milestones are met by allocated officers until project completion.
- Responsible for coordinating multi-agency meetings and events.
- Ensuring all contact directories and emergency plans are regularly updated, accurate and available for use.

PLANNING/ORGANISING/CONTROLLING

- Reporting to EPRO, able to take a confident and proactive role, prioritizing and coordinating projects and service delivery to a level commensurate with the role.
- Planning and implementing a regular buildings inspection programme to ensure compliance with health and safety policies and procedures.
- Reviewing and prioritizing meetings and project programmes in conjunction with the EPRO, actioning tasks within specified timescales, supervising and signing off completed tasks commensurate with the role.

- To communicate proactively with Borough and Parish Councillors, members of the public, representatives of other Local Authorities and County Council, the Police, contractors and representatives of local organisations to organize meetings and events, provide information, guidance and training in environmental services, emergency planning and health and safety matters.
- To provide support to the EPRO during the organisation and running of emergency exercises.

CUSTOMERS AND CONTACTS

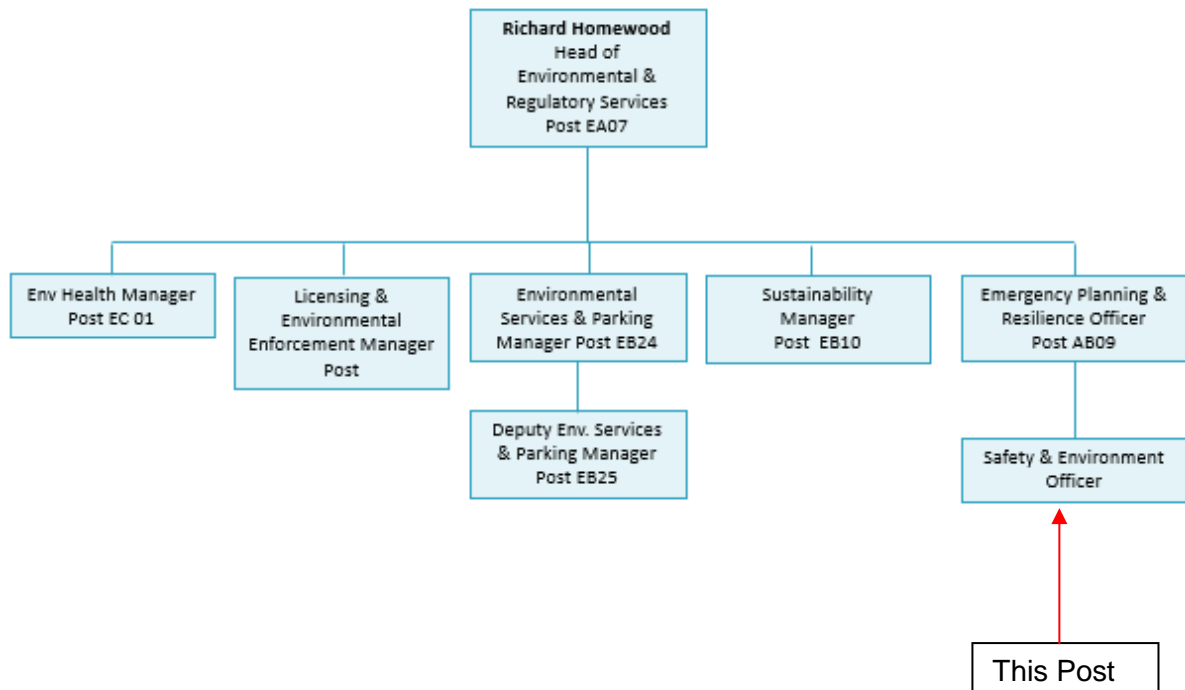
INTERNAL

- Head of Environmental Services, Emergency Planning and Resilience Officer, Environmental Health Manager, Environmental Services and Parking Manager, Strategic Director , senior staff from all other services,

EXTERNAL

- Borough and Parish Councillors, members of the public, representatives of other Local Authorities and County Council, the Police, contractors and representatives of local organisations. Out of hours monitoring staff.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, all essential criteria marked as A, I or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Health and Safety Qulaification (e.g. NEBOSH National / General Certificate in Occupational Health and Safety or Equivalent)	A/C	Educated to degree level (or equivalent) Project Management Qualification	A A
	Previous experience of Health and Safety monitoring and compliance assessment.	A		
KNOWLEDGE /TECHNICAL SKILLS	Knowledge of Health and Safety legislation and its application in the workplace	A	Basic understanding of local authority Emergency Planning and Business Continuity.	A/I
	Knowledge of word processing, data base and spreadsheet software packages.	A		
	Ability to produce technical reports.	I	Awareness of Council structures and the interactions with other bodies and agencies.	A/I
			Awareness of Safeguarding.	A/I
COMMUNICATION	Ability to communicate appropriately with staff and the public at all levels.			A/I

CUSTOMER SERVICE	Commitment to high quality Customer Care, and ability to identify service improvements.	A/I	Able to manage the requirements of diverse customers in a timely and effective manner.	I
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Takes ownership of customers' requests, manages expectations and achieves a high quality response.	A/I		
TEAM WORKING	Ability to develop positive working relationships, work collaboratively as part of a wider team.	A/I		
	Commitment to sharing best practice and information with colleagues and relevant partners.	A/I		
MANAGING SELF AND OTHERS	Aware of others workloads and priorities.	A/I		

	Ability to use own initiative within sphere of responsibility and able to prioritise effectively.	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Seeks to improve personal and team efficiency.	A/I	Commitment to high quality Customer Care, and ability to identify service improvements	A/I
	Achieves objectives with commitment to quality and accuracy.	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A	Full clean driving licence and access to own vehicle.	A/I
	Emergency rest centre administration/ support will require you to work out of hours.	A/I		
	Able to travel within the Borough and occasionally outside of the Borough	A/I		
	Full and valid driving licence.	A/I		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Emergency Planning and Safety Assistant	Post no:	AB 10
Service:	Environmental & Regulatory Services	JE score:	238
Team:	Emergency Planning	Pay band:	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	<i>Head of Environmental & Regulatory Services</i>	DATE:	Oct 2020
CHECKED IN:	HR	DATE:	Oct 2020
LAST UPDATED:	<i>Head of Environmental & Regulatory Services</i>	DATE:	Oct 2020