

Job Description

Job title	Senior Health, Safety and Facilities Officer
Reports to	Head of Business Services
Location	Cardiff
Payband	3
Security Clearance Required	Baseline employment checks

Job description
Job Purpose
<ul style="list-style-type: none"> • A highly visible post that supports the Head of Business Services (HoBS) in the provision of a professional, efficient, and effective service • Provide an effective Health and Safety service working closely with Human Resources on wellbeing matters, Health Safety and Wellbeing Committee, and representative groups • Provide an effective facilities management service including asset management, support to business continuity and estates management, planned and reactive maintenance
Main Duties
<ul style="list-style-type: none"> • Fulfil duty of care obligations as Audit Wales Principal/competent person for health and safety e.g., undertaking risk assessments, compliance monitoring, support, and provision of training, document review, etc • Lead on Health and Safety initiatives • Leads and supports facilities and accommodation projects working with colleagues and external stakeholders, contractors, and suppliers • Oversees and coordinates facilities and health and safety work where these interlink, and line manages a Business Services Support Officer, providing oversight support to the HoBS of day-to-day office and accommodation issues • Support staff mental and physical health, working closely with HR and wellbeing groups • Support to facilities e.g., asset management, estates strategy support, PAT testing, planned and preventative maintenance, office and client room moves and alterations, waste management, portering, etc. • Support business continuity arrangements as an emergency team member and proactively coordinate plan reviews and systems development • Advise and assist staff on procedures, equipment, reasonable adjustments, etc. provision of guidance and advice
Key Results Areas
<ul style="list-style-type: none"> • Be proactive in promoting, planning, and delivering a safe and healthy work environment • Demonstrating safe working practices and lead on H&S initiatives, including training • Be proactive in planning and delivering facilities and risk management programmes and projects (supported by Support Officer) • Support and promote new ways of working, supporting staff and ensuring appropriate tools and equipment provided, and appropriate risk assessments

Job description

- Support drafting, development and review of management information, reports, guidance, policy, and plans
- Support effective asset management
- To act as a role model for the values and behaviours of the Audit Wales.

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success.

Post holders must contribute fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy, and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications.

Dignity at Work

General

The organisation condemns all forms of bullying and harassment and actively promotes a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Senior Manager within the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be investigated under Audit Wales Dignity at Work Policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement.

If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if this is your wish.

Person Specification

Requirement	Essential or Desirable
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1. Qualifications

1.1 NEBOSH qualified (minimum national certificate)	Essential
1.2 Relevant facilities management accreditation	Desirable
1.3 A levels or equivalent relevant experience	Essential

2. Skills and abilities

2.1 Ability to positively influence behaviour	Essential
2.2 Proficient in use of Microsoft Office	Essential
2.3 Sound analytical and problem-solving skills	Essential
2.4 Able to communicate information clearly both verbally in writing, and for the production of reports, briefing papers, and provision of guidance and advice	Essential
2.5 Presentation skills for delivery of key messaging, training and awareness raising	Essential
2.6 Monitor, coordinate, plan, and control use of resources to ensure they are used in an economic, efficient and effective way	Essential
2.7 Able to think on their feet to resolve unexpected issues satisfactorily	Essential
2.8 Leadership skills for delivery of programmes and projects	Essential

3. Experience

3.1 Experience of general facilities management	Desirable
3.2 Maintains a strong understanding and knowledge of relevant H&S legislation and good practice	Essential

3.3 Understanding and fulfilling duty of care obligations in a hybrid working environment	Desirable
3.4 Experience of risk assessments including – New and Expectant Mother, Office safety risk assessment, person risk assessment, fire safety,	Essential
3.4. Experience of H&S management and programmes, and	Essential
3.5 Experience of supporting on a variety of projects and programs as part of a team	Essential
3.6 Knowledge of building and records legislation	Desirable
4. Personal attributes	
4.1 Ability to organise programmes and monitoring individual work using resources effectively	Essential
4.2 Work productively with team members across Audit Wales to develop and maintain positive working relationships, and efficient and effective services	Essential
4.3 Ability to prioritise competing demands and manage a programme of work	Essential
4.4 Sufficient pace to ensure tasks are completed to budget, timetable, and quality standards	Essential
4.5 Sound judgement and initiative to resolve any unexpected problems	Essential
4.6 Flexible and adaptable in changing environments with a commitment to teamwork and cooperation.	Essential
4.7 Leadership skills to coordinate programs and deliver projects	Essential
5. General	
5.1 Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and, if necessary, outside of normal office hours	Essential
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Welsh reception – Greet others over the phone with a Welsh greeting and converse in the persons language preference.	Listen to Welsh conversations and contribute in Welsh, except for technically complex matters.
	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate.	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.

Reading	Use translation software (as required) to get the grasp of simple correspondence with understanding of its limited capability.	Read Welsh medium news articles, short reports and social media to develop knowledge in a field.
Writing	<p>Welsh reception – respond in Welsh to all requests received in Welsh</p> <p>Update documents and correspondence with Welsh dates and other generic terms.</p>	<p>Ability to draft short letters, reports, and social media content in Welsh, using software where unclear</p> <p>Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.</p>