

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

| | |
|--------------------------------------|---|
| Teitl y Swydd: | Swyddog Iechyd a Diogelwch |
| Rhif Adnabod Gwerthuso Swydd: | 2861CE |
| Gradd: | 8 |
| Cyfadrn: | Addysg a Gwasanaethau Corfforaethol |
| Adran: | Gwasanaethau Pobl |
| Is-adran: | Iechyd a Diogelwch – Strategaeth a Gweithrediadau Gwastraff |
| Lleoliad: | Depo Tir-y-berth |
| Yn atebol i: | Rheolwr Iechyd a Diogelwch |

DIBEN Y SWYDD

Mae rôl yr adran iechyd a diogelwch yn hanfodol mewn unrhyw sefydliad. Swydd allweddol o fewn yr adran yw swydd Swyddog Iechyd a Diogelwch. Prif bwrpas y rôl yw ymgymryd â'r ystod lawn o ddyletswyddau iechyd a diogelwch yn yr adran Strategaeth a Gweithrediadau Gwastraff. Bydd deiliad y swydd yn sicrhau bod y Cyngor a'i gyflogeion yn cydymffurfio â chyfrifoldebau deddfwriaethol ac yn diogelu'r gweithlu, yn ogystal â phawb sy'n defnyddio neu'n ymweld ag adeiladau a chyfleusterau'r Cyngor neu sy'n cael eu heffeithio gan ei weithgareddau gwaith.

Bydd y rôl yn cynnwys materion datblygu a chydymffurfio fel datblygu polisiau, prosesau a gweithdrefnau iechyd a diogelwch, adolygiadau hyfforddi a gweithredu hyfforddiant, yn ogystal â darparu cyngor ac arweiniad i gyflogeion a rheolwyr. Bydd angen sgiliau rhyngpersonol rhagorol ar ddeiliad y swydd yn ogystal â gwybodaeth gadarn o ddeddfwriaeth a chanllawiau iechyd a diogelwch.

MEYSYDD CANLYNIADAU ALLWEDDOL

Cyfrannu at ddarparu gwasanaethau iechyd a diogelwch yn yr Adran Strategaeth a Gweithrediadau Gwastraff i sicrhau bod yr adran yn bodloni gofynion deddfwriaethol o ran iechyd a diogelwch.

Cynorthwyo'r gwaith o baratoi a datblygu polisiau, trefniadau, gweithdrefnau a chanllawiau yn gysylltiedig ag iechyd a diogelwch a chynnal adolygiadau dilynol.

Archwilio, monitro ac adrodd ar gydymffurfio â gweithdrefnau ac arferion iechyd a diogelwch.

Darparu cymorth, cyngor ac arweiniad i reolwyr a staff ar faterion iechyd a diogelwch.

Cyfrannu at fodloni'r dangosyddion perfformio ac amcanion iechyd a diogelwch yn y Cynllun Gwasanaeth.

Darparu hyfforddiant iechyd a diogelwch.

PROFFIL MANWL O'R DASG

Ymateb i ymchwiliadau damweiniau/digwyddiadau, ymholiadau a cheisiadau am wasanaeth a chwynion, eu cynnal nhw neu gynorthwyo gyda nhw.

Cynorthwyo'r gwaith o gynnal a chadw systemau iechyd a diogelwch.

Cyflwyno hyfforddiant iechyd a diogelwch, sesiynau sefydlu, cyflwyniadau diogelwch.

Monitro cofnodion hyfforddi a hwyluso gofynion hyfforddi newydd/diweddar.

Casglu a dadansoddi data damweiniau a gwybodaeth ystadegol sy'n ymwneud â'r Awdurdod.

Mynd i gyfarfodydd am faterion iechyd a diogelwch a rheoli sicrhau ansawdd, cysylltu ag adrannau neu asiantaethau eraill.

Ymgymryd ag asesiadau risg, datganiadau dull a systemau diogel o weithio, a'u hadolygu nhw.

Archwilio, monitro ac adrodd ar gydymffurfio â gweithdrefnau iechyd a diogelwch, hyfforddiant ac arferion sicrhau ansawdd.

Sicrhau bod yr holl gyngor ac arweiniad sy'n cael ei roi, a'r arolygiadau, ymweliadau a chamau sy'n cael eu cymryd yn cael eu cofnodi'n briodol a, lle bo angen, bod tystiolaeth addas yn cael ei chasglu.

Cyfrannu at fodloni dangosyddion perfformiad ac amcanion iechyd a diogelwch yn y Cynllun Gwasanaeth.

Cynorthwyo'r gwaith o gydlynu gofynion yn yr adran Strategaeth a Gweithrediadau Gwastraff.

Cynorthwyo'r gwaith o gadw cofnodion yn yr adran Strategaeth a Gweithrediadau Gwastraff.

Cymryd rhan mewn gwaith prosiect fel sy'n cael ei ddyrannu gan Reolwyr Strategaeth a Gweithrediadau Gwastraff.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Rheolwr Strategaeth a Gweithrediadau Gwastraff.

Rheolwr Strategaeth Gwastraff.

Rheolwr Gweithrediadau Gwastraff.

Yr Is-adran Iechyd a Diogelwch.

Uwch Swyddogion/Swyddogion Iechyd a Diogelwch.

Iechyd Galwedigaethol.

Gwasanaethau Eiddo.

Adnoddau Dynol.

Rheolwyr a Chyflogeion ar draws y Cyngor.

Yr Awdurdod Gweithredol Iechyd a Diogelwch.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr llinell uniongyrchol heblaw am helpu cydweithwyr a gweithwyr newydd i ymgyswrtio â'u gwaith nhw.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Eitemau bach o gyfarpar e.e. gliniadur, ffôn symudol.

Systemau Data

Mynediad TG cyffredinol, cronfeydd data ar gyfer adrodd ar ddamweiniau/digwyddiadau, cydymffurfio â chynnal a chadw statudol, Trais yn y Gwaith, Rheoliadau Rheoli Sylweddau Peryglus i Iechyd (COSHH).

AMGYLCHEDD GWAITH

Swydd hyblyg yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y swyddfa a'r cartref. Mae'r tîm yn mynychu'r swyddfa pan maen nhw'n cael eu gofyn i wneud hynny ar gyfer cyfarfodydd, tasgau penodol, goruchwyliaeth ac arfarniadau.

Bydd angen teithio ledled y Fwrdeistref Sirol.

Mae'r prif ddyletswyddau dan do gyda'r posibilrwydd o ddod i gysylltiad â thywydd garw o bryd i'w gilydd.

Bydd angen gweithio oriau anghyson a allai gynnwys gweithio gyda'r nos ac ar y penwythnos yn unol ag anghenion y maes gwasanaeth.

GOFYNION YCHWANEGOL

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|---|---------|
| Cyfyngiad Gwleidyddol: | Nac oes |
| Gwiriad y Gwasanaeth Datgelu a Gwahardd: | Nac oes |
| Gwiriad y Rhestr Wahardd: | Nac oes |
| Asesiad Meddygol Sylfaenol Cyn Cyflogaeth: | Nac oes |
| Cofrestru: | Nac oes |

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisïau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisïau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

| | HANFODOL | DELFRYDOL |
|--------------------|--|--|
| CYMWYSTERAU | Tystysgrif Cyffredinol Cenedlaethol mewn lechyd a Diogelwch Galwedigaethol gan y Bwrdd Arholi Cenedlaethol ar gyfer lechyd a Diogelwch Galwedigaethol (NEBOSH) neu gymhwyster cyfatebol ar Fframwaith Credydau a Chymwysterau Cymru. | Diploma Cenedlaethol ar gyfer Gweithwyr Proffesiynol Rheoli lechyd a Diogelwch Galwedigaethol NEBOSH neu gymhwyster cyfatebol ar Fframwaith Credydau a Chymwysterau Cymru. Aelod siartredig o'r Sefydliad lechyd a Diogelwch Galwedigaethol (IOSH). |
| GWYBODAETH | Gwybodaeth am ddeddfwriaeth iechyd a diogelwch gyfredol, codau ymarfer ac ati. Yn hyddysg mewn TG. | Gwybodaeth am faterion iechyd a diogelwch Rheoli Gwastraff. Dealltwriaeth o rolau a chyfrifoldebau Cyfadrannau'r Cyngor a'r risgiau iechyd a diogelwch cysylltiedig. |
| SGILIAU | Yn gallu gweithio ar eich pen eich hun ac fel rhan o dîm wrth ddarparu gwasanaethau o ansawdd. Yn gallu cyfathrebu'n effeithiol (yn ysgrifenedig ac ar lafar) ag ystod eang o gwsmeriaid a darparu gwasanaeth effeithiol. Yn arddangos sgiliau dylanwadu a chyd-drafod cadarn. Yn gallu dangos sgiliau gwrando cadarn. Yn gallu gweithio'n dda dan bwysau, mewn sefyllfaoedd sy'n llawn straen neu'n sensitif, gan ymdrin â gwrthdaro â thact a diplomyddiaeth. Yn gallu blaenoriaethu gwaith i gwrdd â therfynau amser. Sgiliau ymchwilio a dadansoddi. Sgiliau da ar lafar a sgiliau cyflwyno da. Sgiliau hyfforddi. | Y gallu i ddatblygu atebion creadigol ac ymarferol i broblemau gweithredol a phroblemau rheoli. Sgiliau Cymraeg. |

| | HANFODOL | DELFRYDOL |
|---------|---|---|
| | <p>Agwedd gadarnhaol a hyblyg tuag at newid.</p> <p>Yn bragmatig a phroffesiynol gydag awydd i adeiladu a datblygu diwylliant iechyd a diogelwch cadarnhaol.</p> <p>Natur gyfeillgar a chroesawgar.</p> | |
| PROFIAD | <p>Profiad amlwg o weithio fel Swyddog Iechyd a Diogelwch.</p> <p>Profiad amlwg o gynnal ymchwiliadau i ddamweiniau.</p> <p>Profiad amlwg o ddarparu cyngor am iechyd a diogelwch.</p> <p>Profiad o gynnal asesiadau risg.</p> <p>Profiad o ddatblygu polisiau a/neu weithdrefnau iechyd a diogelwch.</p> | <p>Profiad blaenorol o weithio fel Swyddog Iechyd a Diogelwch o fewn llywodraeth leol.</p> <p>Profiad blaenorol o weithio mewn amgylchedd Rheoli Gwastraff.</p> <p>Profiad blaenorol o reoli cyfrifoldebau statudol.</p> <p>Profiad blaenorol o archwilio systemau neu fonitro gweithdrefnau iechyd a diogelwch.</p> <p>Profiad o gyflwyno hyfforddiant iechyd a diogelwch.</p> |
| ARALL | <p>Rhaid bod yn barod i weithio oriau anghyson, gan gynnwys gyda'r nos ac ar y penwythnos os oes angen.</p> <p>Trwydded yrru lawn y DU Categori B (Ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i fynychu cyfarfodydd ac ymweld â safleoedd.</p> | |

AWDURDODI'R SWYDD

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|---------------------------------|-------------------|-----------------|------------|
| PENNAETH GWASANAETH: | Lynne Donovan | DYDDIAD: | 22/08/2023 |
| RHEOLWR: | Emma Townsend | DYDDIAD: | 22/08/2023 |
| ADNODDAU DYNOL: | Janine Harrington | DYDDIAD: | 22/08/2023 |

ADOLYGU'R SWYDD

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| SWYDDOG: | | DYDDIAD: | |
| SWYDDOG: | | DYDDIAD: | |
| SWYDDOG: | | DYDDIAD: | |

Job Description and Person Specification



POST IDENTIFICATION

| | |
|---------------------------|---|
| Post Title: | Health and Safety Officer |
| Job Evaluation ID: | 2861CE |
| Grade: | 8 |
| Directorate: | Education and Corporate Services |
| Division: | People Services |
| Section: | Health and Safety - Waste Strategy and Operations |
| Location: | Tir-y-Berth Depot |
| Responsible to: | Health and Safety Manager |

JOB PURPOSE

The role of a health and safety department in any organisation is critical. A key post within the department is that of Health and Safety Officer. The main purpose of the role is to carry out the full range of health and safety duties within the Waste Strategy and Operations Department. The post holder will ensure the Council and employees comply with legislative responsibilities and protect the workforce as well as everyone who uses or visits the Council's premises and facilities or who is affected by its work activities.

The role will include both development and compliance issues such as Health and Safety policies, processes and procedures, training reviews and implementation, in addition to providing advice and guidance to employees and managers. The post holder will require excellent interpersonal skills as well as a strong knowledge of health and safety legislation and guidance.

KEY RESULT AREAS

Contribute to the delivery of health and safety services within the Waste Strategy and Operations Department to ensure the section meets health and safety legislative requirements.

Assist in the preparation and development of policies, arrangements, procedures and guidance in relation to health and safety and carry out subsequent reviews.

Audit, monitor and report on compliance with health and safety procedures and practices.

Provide support, advice and guidance to managers and staff on health and safety issues.

Contribute to meeting the health and safety performance indicators and objectives in the Service Plan.

Provide health and safety training.

DETAILED TASK PROFILE

Respond to, conduct or assist with accident/incident investigations, enquiries and service request and complaints.

Assist in the maintenance of health and safety systems.

Deliver health and safety training, inductions, toolbox talks.

Monitor training records and facilitate new/updated training requirements.

Collect and analyse accident data and statistical information in relation to the Authority.

Attend meetings on health and safety issues and quality assurance management, liaise with other departments or agencies.

Undertake and review risk assessments, method statements and safe systems of work.

Audit, monitor and report on compliance with health and safety procedures, training and quality assurance practices.

Ensure all advice and guidance given, inspections, visits and action taken are appropriately recorded and where necessary suitable evidence is gathered.

Contribute to meeting the Health and Safety performance indicators and objectives in the Service Plan.

Assist with coordinating requirements within the Waste Strategy and Operations department.

Assist with record keeping within the Waste Strategy and Operations department.

Participate in project work as allocated by Waste Strategy and Operations Managers.

KEY WORKING RELATIONSHIPS

Waste Strategy and Operations Manager.

Waste Strategy Manager.

Waste Operations Manager.

Health and Safety Division.

Senior/Health and Safety Officers.

Occupational Health.

Property Services.

Human Resources.

Managers and Employees across the Council.

Health and Safety Executive.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Small items of equipment eg laptop computer, mobile phone.

Data Systems

General IT access; Databases for Accident/Incident Reporting, statutory maintenance compliance, Violence at Work, COSHH management.

WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the office and home. The team attend the office when asked to do so for meetings, specific tasks, supervision and appraisals.

Required to travel throughout the Borough.

Primary duties based indoors with occasional potential for exposure to inclement weather.

Required to work irregular hours which may include evenings and weekends in line with the needs of the service area.

ADDITIONAL REQUIREMENTS

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| Politically Restricted: | No |
| Disclosure and Barring Service Check: | No |
| Barred List Check: | No |
| Baseline Pre Employment Medical Assessment: | No |
| Registration: | No |

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|-----------------------|---|---|
| QUALIFICATIONS | National Examination Board in Occupational Safety and Health (NEBOSH) National General Certificate in Occupational Health and Safety or equivalent qualification on the Credit and Qualifications Framework for Wales. | NEBOSH National Diploma in Occupational Health and Safety Management Professionals or equivalent qualification on the Credit and Qualifications Framework for Wales. Chartered Member of IOSH. |
| KNOWLEDGE | Knowledge of current health and safety legislation, codes of practice etc. IT literate. | Knowledge of Waste Management health and safety issues. Understanding of the roles and responsibilities of Council Directorates and associated health and safety risks. |
| SKILLS | <p>Able to work individually and as part of a team in the provision of quality services.</p> <p>Able to communicate effectively (written and verbal) with a wide range of customers and provide an effective service.</p> <p>Demonstrate strong influencing and negotiating skills.</p> <p>Able to demonstrate strong listening skills.</p> <p>Able to work well under pressure, in stressful or sensitive situations, handling conflict with tact and diplomacy.</p> <p>Able to prioritise work to meet deadlines.</p> <p>Investigative and analytical skills.</p> <p>Good oral and presentation skills.</p> <p>Training skills.</p> <p>A positive approach and a flexible attitude to change.</p> | <p>Ability to develop creative and practical solutions to operational and management problems.</p> <p>Welsh language skills.</p> |

| | ESSENTIAL | DESIRABLE |
|------------|---|---|
| | <p>Pragmatic and professional with drive to build and develop a positive health and safety culture.</p> <p>Friendly and approachable nature.</p> | |
| EXPERIENCE | <p>Demonstrable experience of working as a Health and Safety Officer.</p> <p>Demonstrable experience of undertaking accident investigations.</p> <p>Demonstrable experience of providing advice on health and safety.</p> <p>Experience of undertaking risk assessments.</p> <p>Experience of health and safety policy and /or procedure development.</p> | <p>Previous experience of working as a Health and Safety Officer within Local Government.</p> <p>Previous experience of working in a Waste Management environment.</p> <p>Previous experience in the management of statutory responsibilities.</p> <p>Previous experience of systems auditing or monitoring health and safety procedures.</p> <p>Experience of delivering health and safety training.</p> |
| OTHER | <p>Must be prepared to work irregular hours, including evenings and weekends if required.</p> <p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings and visit sites.</p> | |

POST AUTHORISATION

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|-------------------------|-------------------|--------------|------------|
| HEAD OF SERVICE: | Lynne Donovan | DATE: | 22/08/2023 |
| MANAGER: | Emma Townsend | DATE: | 22/08/2023 |
| HR: | Janine Harrington | DATE: | 22/08/2023 |

POST REVIEW

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|-----------------|--|--------------|--|
| OFFICER: | | DATE: | |
| OFFICER: | | DATE: | |
| OFFICER: | | DATE: | |