

Job Title: Health and Safety Coordinator

Department:	CYPES	
Section:	Health & Safety	
Reports to:	Health & Safety Manager	
JE Ref:	CYP1116	
Grade:	CS08	JE Date: 23/02/2023

Job purpose

Building on recent audits and recommendations by external bodies and regulators, the team is renewing its focus to ensure that we provide our colleagues with a safe place to work, and for our citizens, a safe environment to use our services

The H&S Coordinator role is a new, 'hands-on' operational role supporting our departments to ensure Health and safety is well managed.

The team continues to grow at various levels as we embark on a multiyear improvement programme. This programme runs across Children, Young People, Education and Skills and is crucial in ensuring the safety of our colleagues, contractors and service users.

Job specific outcomes

As part of the Children, Young People, Education and Skills Directorate you will be working in the heart of Education and Children Social Care and with your Health and Safety focus you will:

- Contribute to building a safe place to work for our employees, and safe environments for our service-users and children
- Play a part in ensuring the Government of Jersey not only meets but exceeds its legal obligations
- Develop a deep understanding of the government's business and how to build and encourage Health and Safety thinking at all stages of delivery

The Health and Safety Coordinator will work across our schools, to advise and assist with operational health and safety matters.

Tasks may include supporting / completion of:

- Risk profiling for each department
- Ensuring the H&S Governance Framework is in place
- Work with all divisions within department to ensure H&S minimum standards are place, examples of this will include:

1. Ensure emergency arrangements are in place for all departmental locations (e.g. fire, first aid, MHFA)
2. Manage Healthy Working Assessments, compliance with completion of Display Screen Equipment assessments, managing/resolving outstanding risks, updating Risk Assessments on Cardinus DSE system
3. Complete Risk Assessments e.g. tasks, stress, pregnancy, lone working and ensure there are adequate controls in place
4. Ensure department has general risk assessments/safe systems of work in place for all hazards e.g. fire, electricity, slips trips and fall, manual handling etc
5. Hazard spotting within the department
 - Where required ensure tenant responsibilities are adhered to
 - Coordination of departmental H&S training (compliance and recording)
 - Assisting managers with incident investigations
 - Act as DSE assessor / Cardinus administrator
 - Attend H&S meetings representing department (Coordinator level)
 - Act as first port of call for departmental H&S issues/concerns
 - Provision of progress reports to Senior Leadership Teams, e.g. training reports, DSE compliance etc
 - Provide assistance to support minor works across Education settings.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

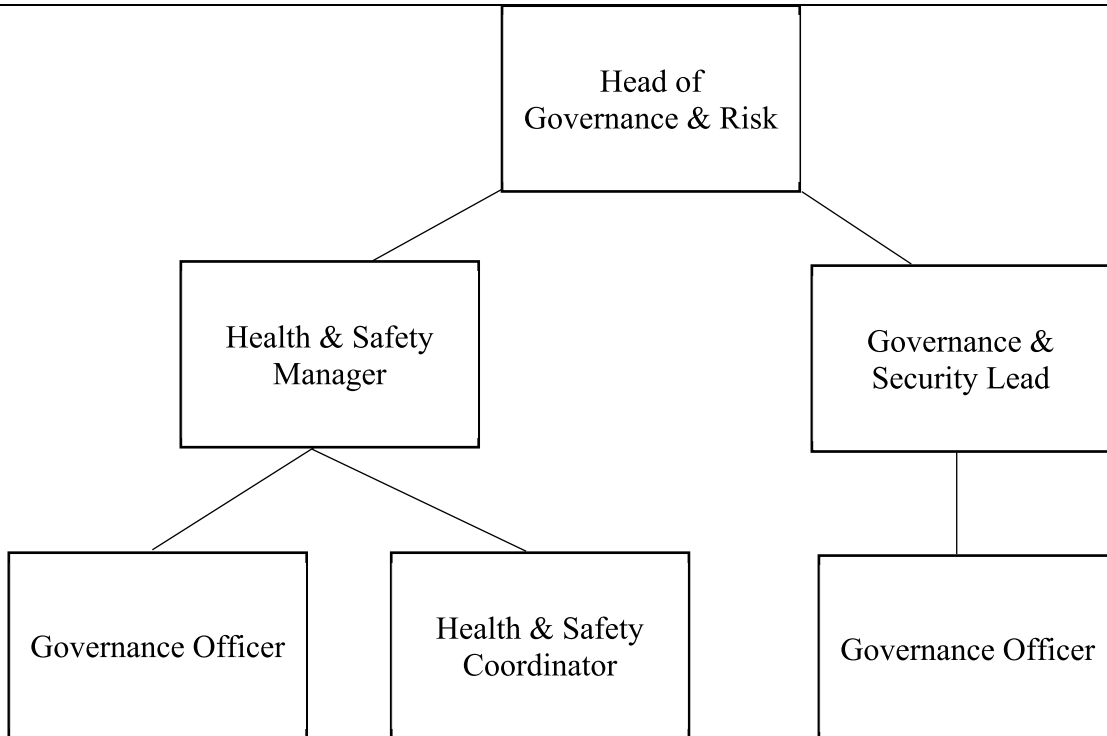
Organisational structure

Government Departments



Organisation chart

<Insert an organisation chart showing this role and its line managers and reports>



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

Attributes	Essential	Desirable
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills through personal development and progression in a similar related role(s) or A Levels / Level 3 NVQ or equivalent, and experience of personal development in a similar role.</p>	<p>A minimum of three years' experience in an operational role and be in possession of a IOSH qualification or status or equivalent</p>
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Understanding and application of 'best practice' in terms of health and safety policies, practices and procedures</p> <p>Working knowledge of the specialism working in as well as knowledge of business operations of the departments and the Health and Safety Strategy and objectives</p>	
<p>Technical / Workbased Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to influence managers to adopt good people practice as well as work within CYPES policy and guidelines</p>	

	<p>Form a cohesive and supportive relationship with fellow CYPES professionals in order that knowledge is shared, and a positive contribution is made to the overall achievement of the service.</p> <p>The ability to maintain confidentiality always and in all circumstances.</p> <p>Ability to demonstrate an understanding of the operational requirements, including conceptualising and interpreting service requirements</p>	
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Good verbal and written communication skills with the ability to communicate at all levels</p> <p>Understanding of relevant health and safety policies and procedures relative to the role, and the quality outputs and standards required</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body.</i></p>	<p>Experience of working independently and resolving unforeseen issues and challenges</p> <p>Detailed knowledge and experience of specialised equipment, software, policies and procedures relevant to the role</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.