INFORMATION GUIDE
GRADE V STAFF OFFICER
HEALTH & SAFETY SUPPORT

Job Title: Grade V Staff Officer - Health and Safety Support

Reporting to: Chief Executive, Director of Organisation Support and Development, Head of Department and Buildings Programme Manager

Nature of Position: 9 month fixed term contract

Work Location: Initial assignment will be to the KWETB Naas office and is subject to change in line with the requirements of the service. The post holder could be moved to another area of the organisation as required. The post will necessitate travel between Kildare and Wicklow Schools/Centres/Offices.

Duties and Responsibilities:

Health and Safety Support will deliver a range of services to the public and internally within Kildare and Wicklow ETB. The Health and Safety Support is responsible for a range of tasks including:

The principal duties and responsibilities of the Assistant Health and Safety Support will be:

- To assist in the review of Safety, Health and Welfare management within Kildare and Wicklow ETB, both at corporate level and within each school and centre.
- To promote a safety awareness culture throughout Kildare and Wicklow ETB across all levels of the organisation.
- To assist with the development and implementation of safety procedures throughout the organisation.
- To provide assistance and advice on Safety, Health and Welfare to all departments in Kildare and Wicklow ETB.
• To assist sections in undertaking a Hazard Analysis and Risk Assessment of all activities.
• To draft, update and maintain Activity Risk Assessments in line with the Department of Education template documents (to include Standard Operating Procedures).
• To conduct site inspections as required in schools, centres and administrative offices.
• To monitor the implementation of hazard remedies and controls in schools, centres and administrative offices.
• To deliver safety seminars within the organisation.
• To maintain records of Safety, Health and Welfare activities in schools, centres and administrative offices.
• To coordinate accident reports and make recommendations for corrective action.
• To provide assistance to the Health & Safety Authority and any of its inspectors.
• To perform such other duties appropriate to his/her office that may be assigned.

**Essential requirements for the post:**

**Candidates must:**

- have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- be capable and competent of fulfilling the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
Desirable:

(a) Hold a National Framework Qualification in Health and Safety at diploma level or above, or,
(b) Have at least 3 years satisfactory relevant experience, including adequate experience in the areas specified below:
   - the management of an appropriate audit process,
   - planning practical and effective methods, both preventative and remedial, of promoting work practices that comply with health and safety requirements, of working with committees
   - the preparation and regular revision of Health and Safety statements and strategies, staff supervision and relevant administration,
   - maintaining accurate records, particularly of inspection findings, of incidents and accidents, and the preparation of reports and statistical data required by management and the HSA,
   - the regular review of work methods and processes which identify and take account of all relevant hazards,
   - Preparation, implementation and regular review of safety related documentation including risk assessments and advising on how risks can be reduced,
   - Operating a safety management system.

(c) Have a satisfactory knowledge of the following:
   - effective communications and liaison with officials from the regulatory authorities,
   - the management of risks from fire such as fire prevention and the carrying out of fire drills,
   - risk management in relation to hazardous substances and occupational diseases,
   - providing the required input for health and safety related training course/s and manuals for the organization,
   - understanding of the Education system, and the construction industry,
   - Health and Safety legislation, statutory requirements, their implications for the workplace and an appreciation of the legal process.

(c) Possess a full, clean driving licence. Holders of the office shall hold a full driving licence for Class B vehicles and shall provide and maintain their own car.
Staff supervisory skills
Good knowledge of work management
Initiative
Ability to process work with a high level of attention to detail
Good knowledge of record keeping
Ability to interpret policy
Decision making skills
Good interpersonal and communication skills
Highly developed secretarial skills.

Competences:
The person appointed to the above post will be required to show evidence of the following competences:

People Management
- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making
- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills
- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development
- Displays high levels of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive & Commitment to Public Service Values
- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others
**Application process**
Four copies of the completed application form should reach the **HR Department, Kildare and Wicklow ETB, Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare** before 12 **noon on Friday 25th October 2019**.

Late applications will not be accepted.
Applications will not be accepted by email or fax.
Short listing may apply.
Canvassing by or on behalf of the candidate will automatically disqualify.
**Dr. Deirdre Keyes, Chief Executive**

Kildare and Wicklow Education and Training Board,
Level 5, Aras Chill Dara,
Devoy Park,
Naas,
Co. Kildare.