

UNISON

Job Brief: Staff Health and Safety Officer

Introduction

1. UNISON is UK's leading public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

This post is based within UNISON's Organisation and Resource Development Directorate at our UNISON Centre but occasional travel to other locations is required.

The Staff Health and Safety Officer Role

2. The Staff Health and Safety Officer is a specialist role requiring professional qualifications and appropriate experience. The focus of the job is on providing guidance and support to managers in implementing UNISON's Staff Health and Safety, Policies, Procedures and Practices. In addition the postholder has the key task of drafting, developing and updating such policies and procedures and maintaining the Staff Health and Safety Handbook containing these.
3. UNISON, as UK's biggest Public Service Union, wants to achieve the best possible standards and practice in the management of Health and Safety for its 1,200 staff. The post will play a central role in ensuring those achievements and maintaining the standards.
4. Our current Health and Safety management arrangements have our Assistant General Secretary as the Senior Manager with the named responsibility for Staff Health and Safety. The Staff Health and Safety Officer advises her and through her, the Senior Management Group which comprises of the Union's Senior Officers and Managers from the UNISON Centre and our Regions.
5. Both the UNISON Centre and each of our 12 Regions have Designated Health and Safety Managers with whom the Staff Health and Safety Officer regularly liaises and meets with on a quarterly basis. The Officer monitors the implementation and application of our Health and Safety Policies and Procedures to ensure that our standards are achieved. Also monitoring is undertaken of reported accidents and near misses plus the Health and Safety aspects of our Employee Assistance Programme (EAP) and our Occupational Health Programme which includes employee health screening.

- 6.** The Officer is responsible for developing and updating our Policies and Procedures which are included in our Staff Health and Safety Handbook which is available via our staff SharePoint site. This includes an electronic reporting system.
- 7.** There is an extensive H&S training and development programme which includes Management Development, Fire Safety, First Aid, DSE Assessment and Driver Training. The postholder is also responsible for ensuring, in conjunction with the Head of Staff Training and Development, that Health and Safety Training Development needs for both staff and managers are met.
- 8.** The postholder reports to the Head of HR / Employment Relations in UNISON's Organisation and Resource Development Directorate. This provides UNISON's Central HR functions including HR Policies and Procedures, HR Administration, Staff Recruitment and Selection as well as Staff Training and Development.
- 9.** UNISON has well established Health and Safety consultation arrangements with the recognised Staff Trade Unions who represent our staff. There is a National Health and Safety Committee comprising Management and Staff Trade Union representatives. A key role for the Health and Safety Officer is acting as an advisor to the Management Side Secretary in convening meetings and also ensuring there is an ongoing process of consultation and dialogue with National Trade Union representatives. 'Local' Health and Safety Committees operate in each of our Regions and at the National Centre. There is a requirement to monitor their operation and effectiveness.
- 10.** The postholder must have the NEBOSH General Certificate in Occupational Health and Safety and, at least, 2 years experience in a specialist Health and Safety role.

UNISON

STAFF HEALTH AND SAFETY OFFICER HUMAN RESOURCES AND STAFF DEVELOPMENT DEPARTMENT REF: ORD/75

JOB DESCRIPTION

Grade:	4
Hours:	35 hours
Location:	Unison Centre
Reports to:	Head of Human Resources and Employee Relations

JOB SUMMARY

This post is a specialist post located at UNISON's National Centre. The postholder will focus on providing guidance and support to managers in implementing UNISON's Staff Health and Safety Policies, Procedures and Practices. In addition, the post holder will develop and update such policies and procedures.

Key responsibilities

Advisory

- Advising senior management responsible for Staff Health and Safety.
- Advising National and Regional Managers on the implementation of UNISON's Staff Health and Safety Policies, Procedures and Practices and, where appropriate, its environmental programme.
- Acting as an advisor to the Management Side Secretary of the Staff National Health and Safety Committee and any associated Working Groups and convening regular meetings of Health and Safety Managers. Ensuring all work plans are delivered in a timely manner.
- Consulting with the recognised Staff Trade Unions and their nominated Safety Representatives at National level.

Policy and Procedure

- Developing and updating UNISON's Staff Health and Safety Policies, Procedures and Practices to ensure compliance with legislation, regulations and good practice.

- Developing the interface between UNISON'S Health and Safety Policies and its environmental work programme.
- Drafting policy and procedures documents for approval and implementation by Senior Management.
- Ensuring, in conjunction with the Head of Staff Training and Development, the provision of appropriate Health and Safety and environmental management training and development for both managers and staff.
- Management of staff risk assessments, return to work assessments and occupational health referrals and implementation of any outcomes.
- Oversee all accident reporting and regularly review and report on the Union's performance.
- Monitoring of Staff Health and Safety Management arrangements and ensuring compliance with the appropriate standards.
- Implementation of any agreed well-being strategies and initiatives.
- Management of bi-annual staff stress survey and implementation of any agreed improvement plans
- Managing the allocated budget for Staff Health and Safety.
- Undertakes other duties as required by the grade definition of this post.

UNISON

STAFF HEALTH AND SAFETY OFFICER HUMAN RESOURCES AND STAFF DEVELOPMENT DEPARTMENT REF: ORD/75

PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Assessment code

A – Application

PI – Panel Interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 Experience of developing and implementing policies and procedures including <ul style="list-style-type: none">• analysing information and statistical data• research including legislation• drafting policies and procedures• developing materials• drafting agendas and presentations	A & PI
2. Interpersonal and Communication	2.1 Experience of advising managers and others to follow particular courses of action.	A & PI
	2.2 Experience of making presentations.	A & PI
3. Initiative and Independence	3.1 Experience of prioritising own workload including <ul style="list-style-type: none">• following policies and procedures.• decision making within guidelines.• conducting investigations and assessments.	A & PI
4. Resource Management	4.1 Experience of Project Management including	A

	<ul style="list-style-type: none"> • time management • budget management • maintaining data and documentation 	
5. Physical Skills <i>(with DDA modification where necessary)</i>	5.1 Keyboard skills	A
	5.2 Ability to travel	A
6. Specialist Knowledge	6.1 Detailed knowledge of Health and Safety Law, Regulations, Codes of Practice and Good Practice.	A & PI
	6.2 NEBOSH General Certificate in Occupational Health and Safety.	A
	6.3 2 years experience in a specialist Health and Safety role.	A
	6.4 General awareness of environmental issues in the workplace and potential overlaps with health and safety issues.	PI
7. General Knowledge	7.1 ICT packages including Microsoft Office suite.	A
	7.2 Experience of operating in an environment where there is an active trade union.	A & PI
	7.3 Able to demonstrate a commitment to equal opportunities.	A & PI
	7.4 Understanding of the need to act corporately to the benefit of the organisation and the ability to work within the corporate framework.	A & PI

Other Information:

Please send four copies of the completed application form along with the recruitment and disability monitoring form to Human Resources & Staff Development Department, UNISON Centre, 130 Euston Road, London NW1 2AY quoting **ref: ORD/75**.

Completed application forms must be received by no later than **12 noon on Wednesday 01 May 2019**.

Interviews for this position will be held on 22 May 2019.