# Hosting Proforma

Newry Mourne and Down District Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Catrina Miskelly – Assistant Director: Corporate Services

(HR & Safeguarding)

Name

Organisation/

Newry Mourne and Down District Council

Department

Downshire Civic Centre

Downshire Estate,

Ardglass Road

Downpatrick, BT30 6GQ

Address

Telephone Fax number

0330 137 4025

Number

recruitment@nmandd.org

E-mail

Type of Opportunity

**Secondment**

Safety, Health and Emergency Planning Officer (SHEP)

**2. Details of hosting opportunity**

Description of opportunity

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| To provide a comprehensive Health and Safety service to the Council.  To support the coordination and implementation of the Council’s Emergency Planning strategy, and disaster recovery and business continuity plans.  Day to day management of the Councils portfolio of Insurance and associated risk management processes.  To fulfil the role of ‘competent person’ as outlined in the Management of Health and Safety at Work (NI) Regulations 2000.  To deputise as required for the Safety, Health and Emergency Planning Manager.  A job Description and Person Specification can be dound at Annex A. |

Main objectives of the opportunity

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| To provide specialist technical advice to managers and staff on all matters within the areas of responsibility, advising on policy, procedure and best practice.  2. To assist with the development of relevant policy and procedure.  3. To prepare and present reports to management on all matters relating to the duties of the post, as required by the SHE Manager.  4. To prepare and present evidence for civil, employee and public liability claims and criminal proceedings or enquiries on behalf of Council.  5. To liaise with statutory bodies, internal and external stakeholders on issues pertaining to the post.  6. To assist with the development and provision of training to on all areas of the post.  7. To participate in consultation and negotiation through the local joint consultative mechanisms with management and the trade unions on areas within the remit of the post.  8. To undertake project work related to the post as directed by SHE Manager using the principles of good project management.  Insurance and Risk  9. To ensure that all insurance related risk management procedures are adhered to and appropriate monitoring and reporting regimes are in place.  10. Consult with Council’s insurers and appointed legal representatives in relation to claims.  Emergency Planning & disaster recovery  11. In conjunction with internal stakeholders, relevant statutory bodies and agencies (including the Emergency Planning Implementation Group and Coordination Officers) to assist with the testing, project management and review of Council Emergency Plan and business continuity and disaster recovery plans, ensuring preparedness for response.  12. In the event of an emergency, to be available to act as crisis centre administrator both during working hours and out of office hours (changed/added).  13. To assist in the development of the emergency and business continuity plans for all sections of the Council.  Health and Safety  14. Conducting investigations on major accidents and reporting to the SHE Manager on same.  15. To monitor and inspect Council premises and activities for the purpose of compliance with legislation, suspending activities/works if required.  16. Advise and support the work of the Council’s Occupational Health provider by executing investigations, preparing report on cases and advising on job related risk.  17. To review risk assessments and support managers to implement risk management.  18. To liaise with appropriate internal and external stakeholders to ensure the safe delivery of the Council’s events programme, ensuring adherence to Council terms and conditions.  19. To actively participate in departmental and corporate Health and Safety Committees |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Have a minimum of a Level 6\* qualification in a relevant subject e.g., risk management, health and safety, environmental health, construction, engineering, insurance or emergency planning.   **AND**  A NEBOSH Certificate in Occupational Health & Safety.  **OR**  In lieu of a third level qualification have a NEBOSH Diploma in Occupational Health & Safety.   1. A minimum of 2 years’ relevant experience in a Health and Safety Management role to include: 2. Experience of providing health & safety advice and support to managers, employees and external stakeholders. 3. Development and implementation of H&S   policy and arrangements.   1. Experience of conducting workplace health & safety audits/inspections, producing reports and making recommendations on same . 2. Carrying out accident investigations and accident reporting. 3. Must be able to demonstrate competence in use of Microsoft Office applications including Word, Excel and email. 4. Demonstrate in-depth knowledge of current health and safety legislation and risk management systems. 5. Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post. 6. Ability to work outside of normal office hours, including evenings, weekends and public/bank holidays.   \* See below link for equivalent qualifications guide in line with the Qualifications and Credit Framework (QCF: <https://www.accreditedqualifications.org.uk/qualifications-and-credit-framework-qcf.html> |

**4. Personnel: Please state below**

Who will the individual report to?

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| Safety, Health and Emergency Planning Manager |

Who will be the individual’s line manager and/or reporting officer?

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| Safety, Health and Emergency Planning Manager – Kelly McNiff |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| Host Organisation:  Newry, Mourne and Down District Council will benefit from different perspectives and experiences brought by an individual from another organisation  Individual:  This opportunity will enrich the post holder’s experience and develop their experience, skills and knowledge across all elements of the safety, health and emergency planning.  The opportunity will provide experience of working with a wide range of stakeholders – internally and externally.  Parent Organisation:  This opportunity will enrich the post holder’s experience and develop their abilities in a broad range of areas. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Statr date:** As soon as a suitable candidate is identified and a release date agreed.  **Duration:** Temporary for 3 months with possible extension.  **Location:** Downshire Civic Centre, Downpatrick or Monaghan Row, Newry.  **Funding:** The salary will be PO2 SCP 29-32 (scp £33,486 - £36,371)  **Selection:** Interview.  **Further information**: For further information please contact NMDDC Human Resources Department on Tel: 0330 137 4466    **Closing Date**:Applications must be submitted by Noon on Friday 10 June 2022, to:    [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **19 MAY 2022** |

**Signed:**

**Date:**

Annex A

Job Description



Person Specification

