# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mrs Jennifer Close

Name

Organisation/

Antrim and Newtownabbey Borough Council

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

028 9446 3113

Telephone Fax number

Number

jennifer.close@antrimandnewtownabbey.gov.uk

E-mail

Type of Opportunity

**Health, Safety & Resilience Officer**

**Temporary for approximately 12 months (Maternity Cover)**

**2. Details of hosting opportunity**

Description of opportunity

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| **MAIN PURPOSE OF JOB**   To assist the Corporate Health and Safety Manager by Developing, promoting,  implementing and reviewing Council’s Emergency Planning and Business Continuity arrangements as laid down in the civil contingencies framework, specifically including the authorship, maintenance and development of the range of policies and plans associated with Emergency and Business Continuity planning, response and recovery.   The officer will also provide assistance in the development, promotion, implementation and review of the Health, Safety and Well Being Procedures and Plans, and assist services to fulfil their duties by providing health and safety advice and guidance where required. |

Main objectives of the opportunity

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| 1 To develop, implement, promote and review Council’s Emergency Plans, including the Business Continuity and Recovery Plan, following the principles of integrated emergency management (IEM). To further develop the generic Emergency Plan, incorporating  plans for specific emergency situations e.g. flooding.  2 Assist the Corporate Health and Safety Manager by making recommendations to support the Chief Executive, CLT and SMT in ensuring that the Council is fully prepared to  respond to emergency situations and/or business disruption through the preparation of written updates and reports.  3 Source and provide staff training at all levels on an ongoing basis to ensure that all involved are fully trained in and aware of any changes to the Emergency Plans and Business Continuity Plans and their operation.  4 Organise, document and appraise regular test exercises for the Council’s Emergency Planning and Business Continuity arrangements working with internal and external stakeholders (including multi agency tests) ensuring agreed changes are incorporated  into revised plans.  5 To represent the Council on external training/test exercises as required and to assist Council in developing good working relationships and partnerships with key agencies and bodies to enhance local and regional emergency planning arrangements.  6 To develop, maintain and coordinate systems and resources in order to ensure a rapid response by the Council to emergency situations, working closely across Council with employees to ensure a coordinated response.  7 Ensure regular appropriate communications are drafted for all services, media and members, to warn and inform of possible threats including but not limited to weather warnings. Prepare for conference calls with affected services to allow for decisions to be made on continuation of service and public safety.  8 Ensure that the emergency management rooms, equipment and facilities are adequately maintained and can be brought into operation rapidly in an emergency situation. Advise the EMT on the roles of other agencies involved.  9 To assist the Corporate Health and Safety Manager in managing Corporate Risk, assisting services to manage and update their risk registers, drafting reports as required.  10 Support the Corporate Health and Safety Manager to set up and develop working groups with other agencies to cover local emergency planning issues and develop the work streams created (including the development and updating of Memorandums of  Understandings and Association) on respective roles and responsibilities.  11 Responsibility for ensuring all relevant databases and contact directories are up to date and communicated to relevant stakeholders.  12 Ensure Council and the Corporate Health and Safety Manager are kept up to date, adhere to and are aware of changes or developments to relevant legislation and regulations in relation to Emergency Planning and Business Continuity.  **HEALTH & SAFETY**  1 To assist the Corporate Health and Safety Manager in the development, implementation, promotion, monitoring, evaluation, enforcement and review of Council’s Health, Safety and Well-being policies, procedures and plans.  2 Assist services with risk assessments as requested, both General Risk Assessments and specific e.g. COSHH.  3 Develop and Deliver Health and Safety related training, including induction of new employees.  4 Attend Health Safety and Wellbeing Committee as required, providing reports for management on Health and Safety matters.  5 Assist and advise Services on immediate reactive health and safety queries and concerns, providing technical advice and solutions.  6 Work with Council’s services delivering corporate events on developing specific event plans, event risk assessments and contingency plans, attending the event to coordinate  safety related matters if required.  7 Advise on health and safety for community events, attending meetings with external committees and organisations and, where required attending events organised in partnership with Council.  8 Update H&S systems as utilised within the team, and provide regular reports, statistics and updates to Corporate Health and Safety Manager and services as required.  9 Carry out research and project work specific to current initiatives and issues identified by Corporate Health and Safety Manager.  10 Draft proposals and assist with the delivery of health and safety related campaigns as identified by Corporate Health and Safety Manager.  11 Draft relevant Health and Safety Communications and Safety Alerts for onward dissemination to management teams and staff as required.  12 Along with the Corporate Health and Safety Manager represent the Council on regional and national forums and through liaison with key agencies.  13 Such other duties as allocated by the Corporate Health and Safety Manager in relation to the needs of the department.  14 To be available to work flexibly in other services during emergencies.  15 To be available from time to time to carry out duties outside of normal office hours and in addition to basic contracted hours. Such additional hours will be remunerated in line with Council’s approved policies at the time.  **The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definite list.**  **GENERAL RESPONSIBILITIES**  1 Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken.  2 Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.  3 Continuously develop personal knowledge and skills to enhance internal and external customer service.  4 Comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding.  5 Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values.  6 Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:  **QUALIFICATIONS**   * Third level qualification in a relevant discipline e.g. risk management or health and safety related subject area   AND   * NEBOSH General Certificate in Occupational Safety and Health   **OR** (if above qualifications not held):  Consideration may be given to those candidates who do not hold the above academic qualifications but who can demonstrate at least 3 year’s relevant experience as outlined below.  **EXPERIENCE**  A minimum of 2 years' experience in an Emergency Planning/Disaster Management/Risk or Health & Safety Management area to include experience of:   * Communicating effectively with a range of internal and external stakeholders * Building relationships with a range of internal and external stakeholders in order to achieve business objectives * Ability to organise and prioritise workload with close attention to detail   **GENERAL**   * Competent in the use of Windows and Microsoft packages, to include Work, Access, Excel and PowerPoint * Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full. * Be available out of hours (if required) to assist in response to emergency situations, major civil contingencies or internal business continuity issues * Attendance at events and event planning meetings out of hours where required   **KNOWLEDGE**   * Knowledge and experience of Emergency Response Planning and preparedness * Knowledge and experience of Business Continuity Planning processes * A working knowledge of the Risk Assessment process and its difficulties |

**4. Personnel: Please state below**

Who will the individual report to?

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| Elaine Girvan, Health and Safety Manager |

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

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| Elaine Girvan, Health and Safety Manager |

**5. Transfer of learning**

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

individual and their organisation.

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| **The opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Antrim and Newtownabbey Borough Council**  Antrim and Newtownabbey Borough Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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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| **Start Date**: As soon as a suitable candidate is identified and a release  date agreed.  **Duration**: Maternity Cover for up to 12 months  **Location**: Based at Antrim Civic Centre, 50 Stiles Way, Antrim BT41 2UB  **Resources**: Workstation at Antrim Civic Centre, access to office equipment and services provided by ANBC.  **Funding**: £31,895 - £34,373 per annum. ANBC will meet salary and associated costs.  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by assessment / interview   **Closing Date: Authorised Applications must be submitted by 4.00pm on Friday 04 November 2022 to:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Jennifer Close** |

**Signed:**

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| **20 October 2022** |

**Date:**