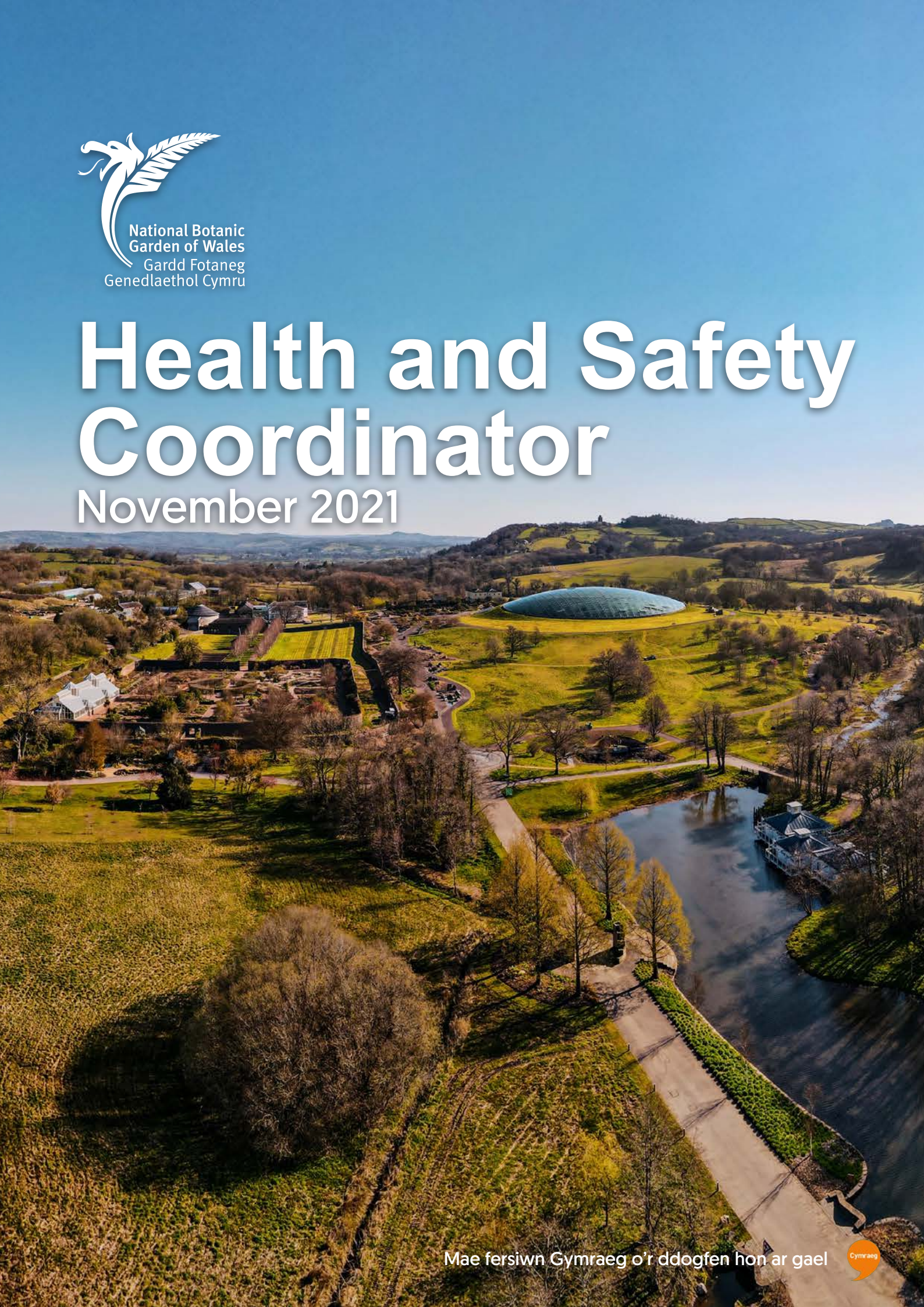
National Botanic Garden of Wales
Gardd Fotaneg Genedlaethol Cymru

Health and Safety Coordinator

November 2021



Mae fersiwn Gymraeg o'r ddogfen hon ar gael

Cymraeg

Job Description

Job Title:	**Health and Safety Coordinator**
Reports to:	**Head of Facilities and Operations**
Location:	**Llanarthne, Carmarthenshire, SA32 8HG**
Hours:	**37.5 hours per week**
Salary:	**up to £25,000**

JOB PURPOSE:

The Health and Safety Coordinator will:

- Work with managers across the Organisation, providing comprehensive, practical and advisory support.
- Maintain the maximum degree of control of health and safety standards in the workplace and be responsible for reviewing current provisions for health and safety management across the Organisation and participate in the implementation of an effective and consistent Health and Safety Management System.
- To promote a positive safety culture. This will involve working with managers and training staff to ensure ownership of risk within each department and to achieve consistency of health and safety standards across the Organisation.
- Liaise with third parties, enforcement and our Health and Safety Consultants to ensure compliance, good practice and continuous improvement is achieved.

KEY AREAS OF RESPONSIBILITY

- Health and Safety

HEALTH, SAFETY AND COMPLIANCE

To play a pivotal role in the management of Health, Safety and Compliance across the Organisation by;

- Working with managers across the Organisation to provide comprehensive, practical and advisory support on matters of health, safety and compliance.
- Leading on health and safety standards in the workplace and be responsible for reviewing current provisions for health and safety management and participate in the implementation of an effective and consistent Health and Safety Management System.
- Overseeing and coordinating use of our online health and safety management system and support managers and relevant staff in its use to assist with health and safety management.
- To manage our Health and Safety related policies and procedures, as part of a health and safety management system.
- To create a Health and Safety strategy to ensure continuous improvement.
- Working closely with and supporting managers to encourage and ensure ownership of health and safety policies and processes within individual areas/departments.
- Improving visibility of health and safety and promote a positive safety culture. This will involve working with managers and training staff to ensure ownership of risk within each department and to achieve consistency of health and safety standards across the organisation.
- Liaising with third parties, enforcement and our Health and Safety Consultants to ensure compliance, good practice and continuous improvement is achieved.
- Working with employees, line managers and senior managers to ensure that staff are appropriately trained and are working safely.
- Ensuring that all necessary risk assessments are in place and to undertake audits and safety inspections across the organisation.
- Leading and coordinating incident investigation activities including the identification of root cause and corrective action, complying with the requirements of RIDDOR and our insurance policies.
- Maintaining the Organisation's adverse event database for accidents and near misses.
- Keeping abreast of new legislation and maintaining a working knowledge of Health and Safety Executive (HSE) legislation and guidance (including any developments) relevant to the Organisation.
- Carrying out regular inspections and audits to assess the effectiveness of implementation and compliance with policies and procedures.

ESSENTIAL BEHAVIOURS, SKILLS & KNOWLEDGE

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	• NEBOSH General Certificate or equivalent qualification	• IOSH Membership.
Knowledge	• Working in a diverse environment where a variety of legislative standards exist and best practice is followed. • Understanding of health and safety legislation • Previous health and safety experience	• Experience relevant to the Botanical Gardens.
Skills	• Excellent communication skills (both written and verbal). • High level of literacy, numeracy, IT and administration skills. • Competent in using IT systems, including Word, Excel. • Excellent report writing ability. • Ability to record and analyse data including trend analysis.	
Personal attributes	• Professional approach. • Passionate about customer service. • Energetic, positive & 'Can Do' approach. • Rational, logical thinking. • Decisive. • Innovative and creative. • Flexible.	
Additional requirements		• Welsh speaker.

HOW TO APPLY

Informal enquiries are welcome and should be directed initially to Dennis Cattell dennis.cattell@gardenofwales.org.uk.

Applications, as electronic copy in the form of a cover letter and CV clearly showing how you meet the criteria should be sent along with details of two referees, to Dennis Cattell – by dennis.cattell@gardenofwales.org.uk by Friday 17th December 2021.