

Job Description:

Job Title	Health, Safety & Wellbeing Officer
Hours per week	35
Service	Corporate Services
Team	Human Resources
Job location	Headquarters
Line Manager	Human Resources Manager
Band	D

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Key purpose

As the Health, Safety & Wellbeing Officer, you will provide advice, guidance, and practical support on all health, safety and staff wellbeing matters for the Park Authority. You will ensure continuous development of our Health & Safety systems to promote a positive safety culture, while also leading initiatives that enhance employee wellbeing, including mental health, stress management and healthy working practices.

Key accountabilities

- Provide professional advice, guidance and support to managers and employees on all Health, Safety and Wellbeing matters, ensuring compliance with relevant legislation, regulations, policies and statutory obligations.
- Act as the organisation's competent Health & Safety adviser and primary point of contact for internal and external stakeholders, providing management information, guidance and assurance to the Executive Team and managers.
- Develop, implement, review and monitor Health & Safety policies, procedures and management systems, ensuring they remain effective, compliant and aligned to organisational needs.

- Lead Health & Safety assurance activities, including audits, inspections, incident and accident investigations, reporting and trend analysis, identifying opportunities for continuous improvement and risk reduction.
- Work collaboratively with managers and subject matter experts to maintain effective risk assessment processes, promote safe systems of work and embed a positive safety culture across the organisation.
- Develop, coordinate and deliver Health & Safety training, awareness activities and guidance, working with colleagues to ensure an effective training framework is in place.
- Support the governance of Health & Safety arrangements through participation in relevant committees, preparation of reports and monitoring of organisational performance.
- Manage health and safety systems and records, including responsibility for the Cardinus DSE system and the maintenance of accurate compliance data.
- Lead and support Health, Safety and Wellbeing projects, including research, policy development, service improvement initiatives and the presentation of findings and recommendations.
- Working with the HR Manager, develop and implement wellbeing strategies and initiatives which support organisational values, Healthy Working Lives accreditation and a positive employee experience.
- Manage relationships with wellbeing service providers, including Occupational Health, Wellbeing coach and wellbeing partners, ensuring effective support is available to employees.
- Promote and embed workplace wellbeing through initiatives focused on mental health, resilience, stress management and healthy working practices, providing advice and signposting to appropriate support where required.
- Work closely with HRBP and managers to integrate wellbeing considerations into policies, procedures and day-to-day management practices, monitoring effectiveness and identifying opportunities for improvement.
- Maintain professional knowledge of developments in Health & Safety and workplace wellbeing legislation, standards and best practice, ensuring the organisation remains compliant and forward-looking.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	• Experience providing practical Health & Safety advisory services across varied work environments (office, field, maintenance). • Comprehensive understanding of current occupational Health & Safety legislation and practice. • Experience developing Health & Safety policies and procedures. • Experience delivering wellbeing initiatives or programs in a workplace setting.	• Experience working within the public sector. • Experience in an environmental or conservation-based organisation. • Knowledge of mental health first aid or wellbeing frameworks.
<i>Specific Skills, Abilities and Qualities</i>	• Excellent communication and interpersonal skills. • Ability to produce and present formal reports and training sessions. • Collaborative approach with patience and diplomacy. • Strong organisational and time management skills; able to manage multiple priorities. • Competent user of Microsoft Office and MS Teams. • Ability to influence and engage staff at all levels.	
<i>Required Qualifications</i>	• NEBOSH National Certificate in Occupational Health & Safety or equivalent. • Membership of the Institute of Occupational Safety & Health (or working towards).	• Training or certification in wellbeing or mental health.
<i>Any Additional Job-Related Requirements</i>	• Driving licence or access to a driver if disability prevents this. • Occasional travel to Park Authority sites/premises throughout the National Park	