

Job Description

Job Information

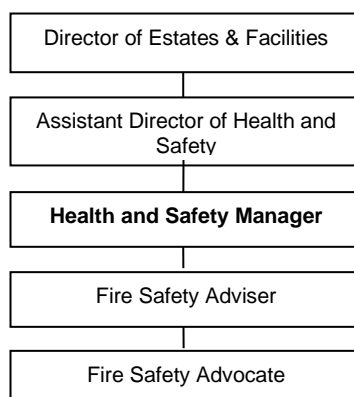
Job Title:	Fire Safety Advocate
Directorate / Service:	Health and Safety Department
AfC Band:	Band 4
Professionally Accountable to:	Assistant Director of Health and Safety
Responsible to:	Fire Safety Advisor
Base Location:	Liverpool University Hospitals NHS FT
Job Code:	AS.OS.R0662v2
ESR Position Number:	

Job Summary

To work as a member of the Health and Safety team within Liverpool University Hospitals and support the Health and Safety team in ensuring that the Trust is able to meet its obligations in relation to UK legislation and other relevant standards and regulations.

To provide professional support, and advise managers in the development, adoption, implementation and maintenance of appropriate occupational health and safety arrangements and environmental management, in accordance with legislative requirements, and with the policies and strategies that are determined by the Trust. The post holder will assist the Health and Safety Team in implementing said management standards within a large multi occupancy organisation.

Organisational Chart



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Key responsibilities

Participate and lead on behalf of the Health & Safety Team for some defined areas of the Health and Safety Policy by providing advice, guidance and support to all managers and employees of the Trust.

Assist in the development and implementation of the Trust Health and Safety Inspection and Audit Programme, this requires the creation and maintenance of information systems and data collection tools to track and monitor both divisional and corporate services H&S performance.

Participate in complex investigations (Level 2 and 3) following serious clinical and non-clinical incidents including provision of recommendations leading to organisational change which involves communication at senior level and preparation of detailed reports for consideration by Directors, members of the board and external organisations.

To assist in the formulation, communication and implementation of a defined range of Trust Health and Safety Policies and Procedures e.g., Management of violence reduction (HSE Standards), Asbestos Control

Participate in the development, delivery and evaluation of training and education programmes for Trust employees at all levels across all professions to enable them to meet the stated Health & Safety and Risk Management related objectives of the Trust

To support the Health and Safety Team in the promotion of a consistent approach to the management of Health and Safety across the Trust through helping managers to develop local policies, guidelines and audit criteria which will assist staff in complying with Trust Policies and Statutory requirements.

Promote the general health, safety and welfare of employees through collaboration with other departments and individuals who have responsibilities in respect of health, safety and welfare issues as appropriate e.g., Human Resources, Occupational Health, Estates & Facilities etc.

Participate in a number of Trust wide meetings and groups e.g., Health and Safety Forums/Group, Radiation Protection Group, Smoke Free, Sharps Review and EF Risk Management, and deputise for the Health and Safety Team as chair of some groups as directed.

Ensure that specific queries from managers and staff with regard to health, safety and welfare concerns are promptly and accurately addressed.

Support the Health and Safety Team to maintain good working relationships with the HSE and other external agencies.

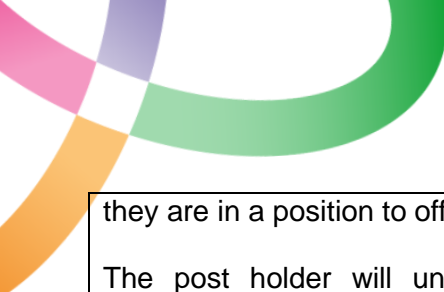
Undertake specific health and safety related project work on behalf of the Director of Estates & Facilities or the Health and Safety Team.

The post holder will be expected to undertake a programme of continuous professional development maintaining and updating their knowledge in the field of occupational health and safety in order that

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they are in a position to offer high a quality professional service

The post holder will undertake the necessary planning and coordination required to allow a programme of work to be rolled out.

The post holder will in conjunction with the Health and Safety team to produce health and safety development plans, annual and quarterly reports and present reports and findings to various Trust committees and groups as directed.

Support managers in the implementation of health and safety management plans, monitor progress made and carry out any adjustments and modifications of the plans as an ongoing fundamental part of the post.

The post holder will in conjunction with the Health and Safety team analyse and interpret the outcomes of risk assessments, inspections and audits, and offer advice and support on the range of options identified to control and reduce risk.

The post holder will support the Health and Safety Team and other Trust managers in the formulation of risk assessment programmes for their departments and advise and assist as appropriate.

To provide guidance to Trust managers and support the development, monitoring and review of safety working procedures, the provision of suitable documentation for the safety use and maintenance of a wide range potentially dangerous and expensive plant, equipment and machinery.

The post holder will support the identification of appropriate training needs in relation to safety systems of work, and their inclusion in Trust wide and departmental training plans. The post holder is expected to provide training to groups and on a 121 basis as directed.

The post holder will act within broadly defined occupational safety and health policies; they will be lead specialist in health and safety and will liaise with external organisations, such as the HSE, with regard to evolving legislation and other initiatives.

The post holder will continually raise awareness of health and safety issues and provide practical and positive support to manager by fulfilling their responsibilities for health and safety, by providing literature, information and guidance for services.

To analytically evaluate accident & incident reports to interpret the information in the context of RIDDOR and also the Trust health and safety policies. Using judgement to determine whether they are acceptable and to decide the level of investigation required and what resulting action is appropriate for the circumstances and to reduce the potential for reoccurrence.

Responsibilities for information resources

A number of health and safety database systems including DATIX, Alcumus Sypol are utilised within the Trust. The post holder will develop, maintain, update and operate these systems, producing information as required for departments and managers in electronic and paper forms.

The post holder will create and maintain ad hoc databases allowing scheduling of work and reporting of activity

Communication and Working Relationships

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The post holder will work with a variety of departments linked to the Health & Safety agenda. These will include:

Internal

- Deputise for the H&S team when required at Trust meetings
- Attend H&S Forums and Groups, Risk specific group meetings e.g., Inoculation Injury & Safe Sharps, Radiation Safety etc.
- Clinical Risk Department
- Occupational Health
- Estates & Facilities
- Quality Improvement Teams
- Professional Development
- Divisions, Directorates and operational departments

It should be noted that Health and Safety will bring the post holder into contact with a very wide range of staff and services that are too numerous to list here.

External

- Health and Safety Executive (HSE)
- Coroner
- Police
- NHS Resolution
- Care Quality Commission (CQC)
- Environment Agency
- Local Authority
- Trust Legal Advisors
- Local CCG
- NHS England

Clinical Governance / Quality

Advise managers in the development, adoption, implementation and maintenance of appropriate occupational health and safety arrangements and environmental management, in accordance with legislative requirements, and with the policies and strategies that are determined by the Trust.

Education and training development

The post holder will devise specialist training plans, produce training packages and deliver health and safety training to a variety of different staff groups and departments across the Trust. Where delivery of training is required to external partners, the post holder will, in conjunction with the Health and Safety Team, make appropriate arrangements for the provision of such training.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

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Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.



Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

Safeguarding Children and Vulnerable Adults

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

IT Skills

The post holder is expected to have an excellent level of IT skills and working knowledge of Microsoft Packages to enable them to use the Trust IT systems, produce reports and to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

Records Management

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

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Information Quality
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
Professional Responsibility
The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role and act in accordance with the IOSH code of professional conduct at all times.
Clinical Responsibility
This role has no clinical responsibilities.
Administration Responsibility
<p>To prioritise own workload appropriately and ensure measures are in place to aid this. This includes adequate preparation for meetings, preparing and reading relevant legislation, policies, reports, papers and data for meetings.</p> <p>To interpret data from the health and safety related database and software systems to create reports and graphs and to be able to import these into Microsoft Word, Excel and PowerPoint.</p> <p>To prepare and generate, on a regular basis (monthly, bimonthly and quarterly) H&S reports for local groups, committees or divisional meetings including accident trends, training, risk assessment compliance etc.</p>
Research
Undertakes service improvement audits
HR Management
Demonstrates own duties to others
Financial Responsibility
Orders stocks and supplies as necessary
Change of Job Description
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

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Job Title:	Fire Safety Advocate		
AfC Band:	4	AfC Job Code:	AS.OS.R0662v2

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	HND or equivalent relevant area of knowledge	Y		
2	ECDL/ RSAII/OCR Advanced Text Processing (Modules: Text Production/Word Processing) or knowledge of Word Processing or equivalent	Y		
	Experience	Essential	Desirable	Assessment
3	Ability to demonstrate experience and success in supporting projects	Y		
4	Experience of administration procedures	Y		
5	Experience of receiving, collating and updating numerous documents and logs.	Y		
6	Experience of working in a programme/project environment	Y		
7	Ability to comment on proposals for change in own work area	Y		
	Knowledge	Essential	Desirable	Assessment
8	n/a			
	Skills	Essential	Desirable	Assessment
9	Excellent interpersonal skill	Y		
10	Ability to use different styles of communication at all levels	Y		
11	Ability to deliver training	Y		
12	Ability to appropriately communicate changes to project information	Y		
13	Able to manage own time and work unsupervised	Y		

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