MODERN APPRENTICESHIP

HEALTH AND SAFETY OFFICER

Closing date: Noon 17th March 2017
About the Modern Apprenticeship Programme 2

Timetable 8

The Selection Process 10

How to Complete your Application Form 12

Terms and Conditions of Employment 14

Summary Information, Job Description & Person Specification 16

Please read the summary information as you will be required to refer to the information on skills and personal qualities required in your supporting statement.

Submitting your application via the NHS Scotland Online Application System 21

Please ensure that when completing your supporting statement you address the questions posed on page 11 and refer to the skills and personal qualities required outline in the summary information.
The current vacancy for the apprentice Health and Safety Officer is open only to applicants aged 16 to 24, or 16 to 29 years for disabled applicants, in line with NHS Greater Glasgow and Clyde Youth Employment Plan and workforce projections.

In order to apply you must have a minimum of:

- National 5 English Grade A-C (or equivalent) and two other National 4 qualifications (or equivalent)

During the MA programme you will be working towards achieving

- SVQ 3 in Health and Safety
- NEBOSH National General Certificate in Occupational Health and Safety

If you already hold these qualifications please consider applying for our non-apprenticeship administration posts - click here.

- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview. Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of the Supporting Statement within your application form.
- Please ensure that you read the guidance carefully on completing the application form and your supporting statement BEFORE you submit your application. See Page 12
- You should complete and submit your application via the NHS Scotland Jobs Website www.jobs.scot.nhs.uk. In the event you are unable to complete an electronic application then please refer to Page 11 of this Information Pack for guidance
What is a Modern Apprenticeship?
Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice has the chance to be in paid employment and work towards a recognised vocational qualification at the same time.

How long will it last?
If successful in your application to NHS Greater Glasgow and Clyde you will be employed on a Fixed Term two year contract.

During your apprenticeship you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending training and taking responsibility, with support, to collect the evidence required that proves your competence in the job role.

Will I be working to a Job Description?
Yes. You will work to the apprentice Health and Safety Officer Job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at the Health and Safety level on appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

Where will I be working?
You will be based at the Health and Safety Department, West Glasgow Ambulatory Care Hospital, Yorkhill. You will also have the opportunity to visit and undertake work activities at a number of other sites within NHS Greater Glasgow & Clyde

What is the Health and Safety?
As well as covering areas / issues relating to hospital sites and nursing and medical staff the Health and Safety service cover everything else the health board is responsible for. This includes construction / refurbishment work within the organisation, facilities and estates services such as catering, cleaning and property maintenance, mental health hospitals, health centres / clinics and health & social care community services.

The tasks can range from providing advice and guidance on a simple health and safety issue to environmental monitoring to check that staff are not being exposed to harmful levels of a hazardous substance. The Health and Safety service are not responsible for risk assessment, rather they assist managers and staff with the process.

1 http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx
The service delivers tailored training across the organisation to all services / departments and are in regular contact with a range of staff and managers including employees of partnership organisations, including local authorities.

The service is responsible for reporting and investigating certain types of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive on behalf of the organisation.

The service also works with other services within NHS Greater Glasgow and Clyde including, Occupational Health, Fire Safety, Estates, Infection Control, Clinical Risk and the Falls teams.

What hours will I work?
You will work a standard 37.5 hour working week from Monday to Friday between 9 am to 5 pm, (30 minutes unpaid lunch).

What will I be doing?
A full outline of the duties is provided in the full job description (attached). The duties will change regularly depending on what work and projects are required within the service.

The role will be a mix of office and field work. Office work involves working with display screen equipment (DSE) i.e. computer, desk etc. Field work involves extensive travel across the health board area to visit sites including hospitals and ward areas, health centres / clinics, facilities / estates areas such as our laundry, decontamination and stores premises and office accommodation.

During this role you will come into contact with many staff & managers who have a range of different roles & responsibilities. This will improve your communication and interpersonal skills.

The Health and Safety service are faced with many issues and at times complex situations and exposure to such will provide you with the knowledge & experience required to develop into a health & safety practitioner.

At times you may have to deal with distressing information, but this is fairly rare.

Your duties will include, but are not limited to some or all of the following.

- Assist with the provision of health & safety advice and guidance to NHS Greater Glasgow & Clyde staff and managers on a range of topics / issues, including, violence & aggression, moving & handling, sharps, hazardous substances, slips, trips & falls and workplace / equipment.
• Assist with and promote the implementation of the health & safety management system. This includes assisting managers / staff with the risk assessment process, carrying out audits within services and providing guidance on improvements required.
• Assist with the development and delivery of health & safety training, awareness events and guidance documents.
• Carry out site visits along with a colleague to undertake tasks such as inspections, accident / incident investigation, environmental monitoring or general visits to provide advice / guidance.
• Monitor accident / incident statistics and follow up incidents as required.
• Attend and contribute to health & safety committees and other such meetings.
• Contribute to the ongoing review / development of policies, procedures, documents and guidance available on the staff intranet website.

A comprehensive list of all duties and responsibilities is given in the full job description.

**Who else works within the team?**
You will be joining an established team of Health and Safety Practitioners, Moving and Handling Training Practitioners and Management of Violence and Aggression Training practitioners.

**What type of person are you hoping to recruit?**
As well as meeting the academic criteria you must also demonstrate in your application that you possess good attention to detail, problem solving skills and the ability to multi task. Good interpersonal and communication skills are essential.

This role requires a logical thinker with good observation and problem solving skills who demonstrates the aptitude to make reasoned judgements, articulate thoughts and negotiate outcomes, and produce reports.

This is a public facing role so you will need to be friendly and approachable, therefore, good interpersonal and communication skills are essential.

The most important personal qualities you will have is the ability to communicate effectively with colleagues and public, a willingness to be flexible, help your colleagues and be willing to learn new skills.

This apprenticeship posts will last for two years. By the end of the apprenticeship you will be expected to:

- Complete NHS GGC organisational induction and Mandatory Healthcare Support Worker Induction Standards & Code of Conduct
- Complete role specific induction
Evidence the knowledge and skills required for the job role via the Knowledge & Skills Framework Review & Personal Development Planning Process

Complete the Core Skills, SVQ Level 3 qualification and any enhancements outlined in the Health and Safety Level 3 Modern Apprenticeship Framework (click here).

Attend any training sessions and meetings arranged through the wider NHS GGC Modern Apprenticeship.

Achieve the NEBOSH National General Certificate in Occupational Health and Safety - this may include attendance at sessions at Glasgow Clyde College.

Adhere to NHS GGC Policies & Procedures

A modern apprenticeship isn’t just about working; you need to be committed to learning too. During this period you would be expected to work as a member of our staff but also work towards an SVQ Level 3 qualification in Health and Safety and NEBOSH National General Certificate in Occupational Health and Safety. As well as working you will be required to agree to a training / development plan and attend meetings with trainers, assessors and verifiers as required. It should be noted that additional sessions at college may be arranged during the apprenticeship and attendance at these sessions is mandatory.

Engagement with the workplace SVQ process, attendance at arranged training sessions and satisfactory progression is a mandatory requirement of the apprenticeship programme.

You will be an employee of NHS Greater Glasgow and Clyde and therefore also expected to observe the same Terms and Conditions of employment that all our staff do, and be subject to the same policies and procedures.

**What are the benefits of this kind of job?**

You will gain knowledge and experience of working in a busy Health and Safety team, working with senior managers and using an array of NHS systems.

This role will provide you with:

- an understanding of the law / principles of health & safety both in theory and in practice and how to apply these laws / principles.

- an understanding of the NHS, the different services and departments within and how a large multi functional organisation operates.

- the skills, knowledge & experience required for a career in health & safety as well as recognised qualifications.

- Prepares you to become a health & safety practitioner either within the NHS or with any other organisation.

There are many examples of young people who have went on to have a career in health & safety following completion of a similar apprenticeship.
Will I be paid?
Yes. NHS Greater Glasgow and Clyde is a Living Wage Employer. This Modern Apprenticeship will pay you £16,086 per annum (£8.25 per hour).

What is a Modern Apprenticeship Framework and where does an SVQ fit in?
A Modern Apprenticeship Framework is a document that describes the minimum standards of competence defined by employers for a given role. Frameworks identify relevant SVQs (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland2.

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the relevant Units attached identified for your job role. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

What qualifications will I hold when I complete the Modern Apprenticeship?
This post reflects the following Modern Apprenticeship Framework:

- Occupational Health and Safety Level 3
- NEBOSH National General Certificate in Occupational Health and Safety

This means you will be working towards an SVQ 3 in Health and Safety.

Visit http://www.sqa.org.uk/sqa/14340.html or click the link.

What happens at the end of the Modern Apprenticeship?
On successful completion of your Modern Apprenticeship we hope to support your transition into permanent employment within the organisation.

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2 http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx
## Selection Timetable

<table>
<thead>
<tr>
<th>Recruitment Stage</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for application submission</td>
<td>12 noon Friday 17(^{th}) March 2017</td>
</tr>
<tr>
<td>Applications assessed and candidates selected for Interview</td>
<td>Process completed by 7(^{th}) April 2017</td>
</tr>
<tr>
<td>Interview Preparation Session for short-listed candidates</td>
<td>TBC</td>
</tr>
<tr>
<td>Interviews</td>
<td>It is anticipated that interviews will be scheduled from week commencing 17(^{th}) April 2017</td>
</tr>
<tr>
<td>Anticipated start date for Successful candidates to commence employment subject to the satisfactory completion of pre employment checks</td>
<td>June 2017</td>
</tr>
</tbody>
</table>
THE MODERN APPRENTICESHIP SELECTION PROCESS

I’ve never worked in Health and Safety before so how do you know I have the skills you are looking for?
As well as the educational qualifications, skills, knowledge/experience you must have to be able to do the job we will also ask you to provide supporting information in your application form that will help us assess your suitability.

The Supporting Statement of the application form plays a significant part in our decision to select your application for shortlisting. Please ensure you read the guidance on completing the Supporting Statement carefully and ensure you address all the questions posed.

You should also consider booking a space at our information event which will provide the opportunity to learn more about the role and speak with departmental staff.

How do you decide who to interview?
We base our decision on who to interview by assessing the information you have provided and your responses to the questions you have been asked to address in your supporting statement.

How should I complete my application form?
To give you the best possible chance of selection please ensure you read and follow the detailed guidance on completing your application and that before submitting ensure you have provided responses to the questions you have been asked to address on page 12 in your supporting statement.

Draft your supporting statement before you type it into the text box in the application form and check your spelling and grammar. Keep a copy of this draft as if you are selected for interview you may wish to refer back to your submission.

Make sure your supporting statement does not exceed 50 lines of text including paragraph breaks.
THE MODERN APPRENTICESHIP SELECTION PROCESS

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.

Can I get help to complete the application form?

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at https://www.skillsdevelopmentscotland.co.uk/

You can also find information on the My World of Work website https://www.myworldofwork.co.uk/getting-job/application-forms

Who should I ask to be a referee?

We know it might be hard for applicants to provide us with two referees if they have not worked before so that is why we will accept educational references from teachers at your school/college. However, if you do have a current part-time job or have volunteered or worked before, please also give us details of someone who can provide a reference for this.

It is important that you give us full contact details including an email address for this person AND that you ask the person for permission to use them as a referee before you submit the application form.

We will only contact your referees if we decide to make a conditional offer of employment. All our offers of employment are conditional and subject to you satisfactorily completing pre employment checks which include reference and an occupational health assessment.

When is the closing date for applications?

Your application must be submitted on or before 12 Noon Friday 17th March at the latest.

We will NOT accept late applications.
THE MODERN APPRENTICESHIP SELECTION PROCESS

Who will assess my application?
Your application will firstly be assessed by recruitment professionals who will ensure that you meet the minimum selection criteria (a minimum of one National 5 qualification at Grade A to C in English and two National 4 qualifications. Applications that meet the minimum criteria are then passed to a shortlisting panel.

This panel will include at least two managers from the department hiring staff. They will be judging how well your application matches the selection criteria for the post. They will review the information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post.

The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

When will interviews be held?
We anticipate that interviews will be scheduled from week commencing 17th April. If you have been selected for interview you will be notified by letter, email or text of the date, time and venue for interviews.

Disability
The Equality Act defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about Disabled People” as part of our continued commitment to extend job opportunities for people who are disabled. All candidates aged between 16 and 29 who indicate they have a disability and meet the minimum criteria for selection will be guaranteed an interview.
THE MODERN APPRENTICESHIP APPLICATION FORM

What should I put in my application?
You should take time reading the guidance on completing the application form and ensure you do not leave it to the last minute. One standard application form means that everyone who applies is considered on the same basis.

It’s a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and take note of the space provided which will give you an indication of how much information is required.

Completing the Statement in Support of Application.
To stand the best chance of getting an interview you need to ensure that you carefully address each of the following areas in your completed Statement in Support of Application. You should also refer to “What type of person are you hoping to recruit?” on page five

- Why are you interested in an Apprenticeship with NHS Greater Glasgow and Clyde? Please describe briefly why you think you would be a good applicant to the Health and Safety Team. Tell us about your interest in administration or working within a service support role in the NHS and why you think this is the career path for you.

- In the summary information we have told you what skills and personal qualities we are looking for. Tell us which of these skills you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school work or projects that can demonstrate good attention to detail, IT skills), any clubs or after school/college groups/other interests that demonstrate the skills and personal qualities we are seeking.

- Please tell us a bit more about you. How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application.

The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include contact details for your Educational Reference(s) and Work/Character Reference, including email address for them. Don’t forget to ask their permission to use their details on your application form
- Make sure you check that your responses are checked for spelling and grammar and provide detail. It might be useful to get someone else to look over your application form for a second opinion in case you have made any mistakes.
- It is always useful to make a few drafts before you submit one you are happy with and keep a copy of the Keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.
- And finally before you submit it check it one last time

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Jobs website. You will receive an automatic confirmation of submission from the NHS Scotland Website. When your application is forward to NHS Greater Glasgow and Clyde you will receive an email confirming receipt. If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications should be returned by the closing date of 12 noon Friday 17th March 2017.

Late applications cannot be considered.
**THE MODERN APPRENTICESHIP TERMS AND CONDITIONS**

**Starting Salary**
£16,086 per annum.

**Fixed Term Contract Duration**
The duration of the post is fixed term for 2 years

**Hours of Duty**
You will work a standard 37.5 hour working week from Monday to Friday between 9 am to 5 pm, (30 minutes unpaid lunch).

**Annual Leave**
The annual leave entitlement in a full year commencing 1st April to 31st March is:
- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years’ service and 33 (247.5 hours) days after 10 years’ service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable).

**Superannuation Pension Scheme**
If appointed you will be automatically enrolled in the NHS Superannuation Scheme, however, on appointment you can chose to opt out of the scheme. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5 % of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at [www.sppa.gov.uk](http://www.sppa.gov.uk)

**Right to Work in the UK**
We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment

**Healthcare Support Workers**
You will be expected to comply with the new NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers NHS Greater Glasgow and Clyde has in place an Induction Programme which new employees will be expected to complete in the first few months of starting the new post. As part of the Induction Process, you will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.
Smoke Free Policy
NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

Pre employment Checks
All offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Criminal Records Check (Disclosure Scotland) where applicable, Eligibility to Work in the United Kingdom and Verification of Qualifications.

Car parking and travel to NHSGGC Sites
Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting [www.nhsggc.org.uk](http://www.nhsggc.org.uk) and select Transport and Parking on the home page or visit [www.spt.co.uk/travelinfo](http://www.spt.co.uk/travelinfo)
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

Learning and education
NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via [www.nhsggc.org.uk](http://www.nhsggc.org.uk) go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) and [www.nhsdiscounts.com](http://www.nhsdiscounts.com)
Where will the apprentice be working?
You will be based in the Health and Safety Department, West Glasgow Ambulatory Care Hospital, Yorkhill.

What are the working hours and shift pattern?
You will work a standard 37.5 hour working week from Monday to Friday between 9 am to 5 pm, (30 minutes unpaid lunch).

What does the Health and Safety Department Do?
As well as covering areas / issues relating to hospital sites and nursing and medical staff the Health and Safety service cover everything else the health board is responsible for. This includes construction / refurbishment work within the organisation, facilities and estates services such as catering, cleaning and property maintenance, mental health hospitals, health centres / clinics and health & social care community services.
The tasks can range from providing advice and guidance on a simple health and safety issue to environmental monitoring to check that staff are not being exposed to harmful levels of a hazardous substance. The Health and Safety service are not responsible for risk assessment, rather they assist managers and staff with the process.

The service delivers tailored training across the organisation to all services / departments and are in regular contact with a range of staff and managers including employees of partnership organisations, including local authorities.

The service is responsible for reporting and investigating certain types of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive on behalf of the organisation.

The service also works with other services within NHS Greater Glasgow and Clyde including, Occupational Health, Fire Safety, Estates, Infection Control, Clinical Risk and the Falls teams.

What are the common duties of this role?
Your duties will include, but are not limited to some or all of the following.

- Assist with the provision of health & safety advice and guidance to NHS Greater Glasgow & Clyde staff and managers on a range of topics / issues, including, violence & aggression, moving & handling, sharps, hazardous substances, slips, trips & falls and workplace / equipment.
- Assist with and promote the implementation of the health & safety management system. This includes assisting managers / staff with the risk assessment process,
carrying out audits within services and providing guidance on improvements required.

- Assist with the development and delivery of health & safety training, awareness events and guidance documents.
- Carry out site visits along with a colleague to undertake tasks such as inspections, accident / incident investigation, environmental monitoring or general visits to provide advice / guidance.
- Monitor accident / incident statistics and follow up incidents as required.
- Attend and contribute to health & safety committees and other such meetings.
- Contribute to the ongoing review / development of policies, procedures, documents and guidance available on the staff intranet website.

A comprehensive list of all duties and responsibilities is given in the full job description.

Who else works in the team?
You will be joining an established team of Health and Safety, Moving and Handling and Management of Violence and Aggression Reduction Practitioners.

What are the most important skills required for this role?
This role requires a logical thinker with good observation and problem solving skills who demonstrates the aptitude to make reasoned judgements, articulate thoughts and negotiate outcomes, and produce reports.

What are the most important personal qualities required for the role?
The most important personal qualities you will have is the ability to communicate effectively with colleagues and public, a willingness to be flexible, help your colleagues and be willing to learn new skills.

What is the most challenging part of this role?
The most challenging aspect of this role is prioritising workload to ensure completion whilst experiencing regular interruptions.

Longer term, how could this apprenticeship support career progress/ a career in the NHS?
New employees will undertake an induction/training programme and will participate in the NHS Knowledge and Skills Framework (KSF) Personal Development Planning and Review.

The NHS KSF defines and describes the knowledge and skills which staff need to apply in their work in order to deliver quality services. It provides a single, consistent, comprehensive and explicit framework on which to base review and development for all staff.
The NHS KSF and its associated development review process lie at the heart of the career and pay progression strand of Agenda For Change.
Job Description

You will work to the standard Health and Safety Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Health and Safety level on appointment.

1. JOB IDENTIFICATION

This post is part of the NHS GGC Modern Apprenticeship Programme. Postholders will undertake a formal programme of education and development to support the development of the knowledge and skills required for the post.

**Job Title:** Health and Safety Officer

**Department(s):** Health and Safety Service

2. JOB PURPOSE

- To contribute to the delivery of an expert health & safety service within NHS Greater Glasgow and Clyde and with any external organisations/individuals with whom there is a contractual agreement or for whom the organisation is vicariously liable. This involves the provision of advice, motivational support and information, in particular to senior management (General Managers, Senior Managers), to ensure that the organisation complies with its statutory duties to provide a safe environment for staff, patients, visitors and contractors through the proactive management of Health and Safety.

- Promote partnerships aimed at improving the provision and quality of occupational health & safety.

- Liaise with other professionals to establish Risk Management techniques as an approach to Health & Safety management within NHS Greater Glasgow and Clyde and, as required, other organisations.

- Developing and delivering tailored Health & Safety training packages as identified through training needs analysis.

- The post is regarded as a developmental post where the post holder will work through health and safety qualifications, working towards becoming a qualified and competent health and safety practitioner.
3. ORGANISATIONAL POSITION

4. SCOPE AND RANGE

- NHS Greater Glasgow and Clyde employs approximately 44,000 staff. The Health and Safety Officer will assist in the provision of Health & Safety Advice to 1 or more Services within Partnerships or the Acute Division. NHSGGC raises approximately 45,000 Incident Records (IR1) per annum. The post holder assists the review of IR1’s from their service and advises on actions required. The organisation utilises the Health & Safety Management Manual for managers as part of its Health & Safety Management System. There are currently over 2000 manuals in circulation. The post holder will assist in training, audit and review of the system.

- The post holder shall work within the remit of the Health & Safety service and shall be autonomous and accountable for his or her actions. Where necessary advice and guidance will be sought from the line manager. (Lead Health and Safety Practitioner)

- Work is generated from a variety of sources, including statutory demands, Health and Safety Policies and implementing corporate action plans and
incident reporting.

- The role is varied and requires the need to continuously re-prioritise workload. The nature of the job ranges from dealing with routine enquiries to more complex issues requiring specialist Health and Safety knowledge from colleagues. In some cases it may be necessary for the post holder to seek additional information / delegate issues to other professionals within the organisation, such as the Fire Advisor, Manual Handling Advisor, Management of Aggression Co-ordinator, Occupational Hygienist or Occupational Health Nurse.

- The role requires interaction with staff at all levels within the organisation, including Senior Nursing staff, Service Managers, Clinical Nurse Managers, Departmental Managers and Staff Partners. The nature of the post requires that the post holder to travel between sites on a regular basis, normally by car.

5. MAIN DUTIES/RESPONSIBILITIES

Specialist

- To work as part of the Health and Safety Service to develop an effective and efficient advisory service throughout the division, ensuring safe working practices and the control of hazards resulting in reduction of risks to health and safety of staff, patients and visitors.

- Contribute to the development of audit programmes, risk assessment techniques and specialised training packages to ensure that individuals at all levels within the organisation are aware of and are meeting their responsibilities for health and safety.

- Contribute to local committees and steering groups, e.g. risk management, clinical governance and latex allergy. These groups meet at regular intervals throughout the year.

- To disseminate necessary and relevant information to ensure that managers, staff and staff partners are aware of the implications of current/new legislation, direction or guidance and monitor that positive steps are being taken to achieve compliance with this.

- To influence Managers to consider Health and Safety matters when formulating business plans and budgets.

- To advise on the purchase of suitable equipment and materials on the grounds of health and safety.

- To ensure the Health and Safety Management System is implemented and complied with. This includes the provision of training, support and advice and completion of audits to monitor levels of compliance. A minimum 20%
of Service Management Manuals, of which there are approximately 2000 within NHSGGC, will be audited per annum. Feedback will be provided in the form of reports that will be sent to individual management manual holders, line managers and senior managers within the service.

- Under legislation, the organisation is required to notify the HSE of reportable incidents. The post holder will be involved in the reporting and investigation of such incidents.
- Contribute to the safe undertaking of construction / refurbishment projects by studying designs, undertaking inspections and assessments of sites and consulting with and monitoring of contractors.
- Contribute to the implementation of the stress risk assessment tool within the Service. Co-ordinate the audit process including issuing questionnaires and arranging input of questionnaire data.
- To bring relevant Health and Safety issues to the attention of the Lead Health and Safety Practitioner and Health and Safety Practitioners to ensure that common issues are dealt with on an organisational basis.

**Administration**

- To contribute to the development of an annual Performance Agreement / Plan with the Health and Safety Practitioner, General Manager, Lead Nurse and a Staff Partner from their assigned Service. This will identify objectives and set timescales and assign responsibilities to ensure that these objectives are achieved.
- To contribute to Health and Safety reports for inclusion in Service quarterly Performance Review Group and annual Clinical Governance reports to update senior management on progress made within key result areas, training attendance data, incident statistics and any on-going issues. This requires analysis of raw data provided by colleagues from Fire, Manual Handling and Conflict Management.
- To ensure that the results of inspections or audits undertaken by external organisations are brought to the attention of senior managers and that action is taken to resolves any issues identified. These may include visits from the HSE and the Frontier SAFE (Sharps Audit, Follow-up and Education) Programme.
- To agree formal personal objectives annually with the Lead Health and Safety Practitioner, under the Personal Development Plan process.

**Education, Training and Research**

- To participate in the promotion of workplace safety by organising or
assisting in Health and Safety awareness campaigns, such as Health and Safety Road shows.

- To participate in health promotion activities and initiatives organised by the Healthy Working Lives Group (HWL).
- To assist in the co-ordination of trials of safety devices and materials, such as retractable needles and face visors, to evaluate costs and effectiveness.
- To remain up to date in all aspects of Health and Safety Legislation through continued Education and Training using a variety of media. These include formal training courses, reading technical journals and searching information databases.

6. SYSTEMS AND EQUIPMENT

- Contribute to the formatting and updating of databases (e.g. incident, training, specific projects) and subsequent generation of spreadsheets and reports.
- Working knowledge of various multimedia and computer packages including Microsoft Word, Excel, Power Point, Access and desktop publishing packages, which are used on a daily basis.
- Monitoring and recording equipment, e.g. thermohydrographs, hygrometers, digital cameras are used regularly.
- Personal protective equipment including hard hats and safety footwear are required when visiting some sites within NHSGGC, for example areas that are undergoing refurbishment.

7. DECISIONS AND JUDGEMENTS

- Daily decisions include giving advice by telephone or conducting site visits. Some matters may be resolved verbally. More complex issues require written feedback and may be required to be brought to the attention of General Managers, Service Managers, and/or Lead Nurses. This frequently involves influencing skills to change attitudes and behaviours to ensure that Health and Safety issues are given priority.

Responsibilities for patient/client care

- Assist in the identification of hazards relating to patient care and providing advice on control measures/remedial actions, e.g. patient falls, violent incidents.
- Contribute to inspections and audits of wards and departments.
- Contribute to advising on the implications to the patient/client of changes
to legislation e.g. Disability Discrimination Act.

Responsibilities for policy & service development and implementation

- The post holder will contribute to one of the sub-groups established by the NHS GGC Health and Safety Forum to take forward each of the key result areas. These key result areas include violence & aggression and blood borne viruses. Meetings take place approximately every two months.

Responsibilities for human resources

- Contribute to the development, delivery and review of multi-disciplinary training courses for all levels of staff within the organisation and external organisations with whom a contract is held. Courses can range from half hour updates to facilitation of full day scenario based seminars. Course subjects include H&S Management, Risk Assessment, H&S Awareness, Conflict Management, Induction, Needlestick Awareness. The post holder shall also provide further training as agreed within their own service and will be required to train on average 4-5 times per month.

Responsibilities for information resources

- To monitor all incidents affecting staff, patients, visitors or contractors within their Service by ensuring that all IR1 forms relating to their Service are reviewed and incident investigations are compiled and distributed to all relevant personnel detailing recommendations to prevent reoccurrences where necessary (e.g. reportable incidents and significant near miss events.) Approximately 25% of the working day is spent following up incidents.
- To maintain an up-to-date record of all RIDDORS that have occurred within the division as an easy reference point for all departmental staff and to help compile statistics on these types of incident.
- To work closely with the Legal Office to provide documentation such as incident investigation reports requested in the event of legal action and may represent the organisation as an expert witness in civil or criminal cases.
Responsibilities for research & development

- To assist in the co-ordination and undertaking of inspections of departments within the service to ensure compliance with the Health and Safety management system. An annual inspection programme shall be produced to ensure that two departments are visited every month. Findings will be documented, as will comments and advice on remedial action. Reports will be tabled at Health and Safety committee meetings, which meet approximately every two months.
- To participate in peer audit reviews of RIDDOR investigation reports to monitor quality and content to ensure that standard reporting procedures are being adhered to and that constructive feedback is given.
- To liaise with managers and suppliers of equipment on the suitability of equipment.

Freedom to Act

- The post holder will be guided by key result areas and objectives and will work under the supervision of the Lead Health and Safety Practitioner.
- Help identify Health and Safety issues and make recommendations to influence Senior Managers to implement appropriate measures.
- Analyse and evaluate complex facts or circumstances to provide recommendations on one or a range of possible solutions. These circumstances could range from changes in a work procedure, replacement of equipment or physical alterations to a department.
- Assign severity categories to all IR1 incidents and determine which incidents require follow up and further investigation.
- Gather information regarding incidents and decide the likeliest version of events based on the evidence supplied, as conflicting accounts of events are common.
- Provide written findings and/or make recommendations to managers, including the possible consequences, to enable them to adequately manage the risks identified.

8. COMMUNICATIONS AND RELATIONSHIPS

- Providing and receiving complex, sensitive and contentious information – both personal and organisational. This includes information recorded on IR1 forms, including medical history and details of occurrences that may adversely reflect upon the organisation.
- Interpretation of legislation and associated development of strategy and
policy to Managers.

• Ability to communicate effectively with staff and managers at all levels within the organisation through written communication, e-mail, telephone conversations and meetings.

• Interaction with patients where co-operation or compliance is necessary (e.g. incident investigations and subsequent recommendations made in reports).

• To work as part of the Health and Safety Service to develop an effective and efficient advisory service throughout NHSGGC, ensuring safe working practices and the control of hazards resulting in reduction of risks to health and safety of staff, patients and visitors.

• The post holder will form close working professional relationship with other departments and teams such as Occupational Health, Infection Control, Manual Handling, Fire Safety, Management of Aggression Co-ordinator and Human Resources and collaborate with these individuals/groups to provide advice & recommendations and conduct joint incident investigations to minimise risk.

• The post holder needs to integrate easily into multi-disciplinary teams covering various services or specialities over numerous geographic sites and gain acceptance as part of the management team.

9. DEMANDS OF THE JOB

Physical

• There is frequent requirement for sitting or standing in a restricted position for a substantial portion of the working day e.g. DSE/computer work.

• Delivery and facilitation of training courses and workshops of up to 1 day in duration requires the post holder to stand for prolonged periods of time and can be both physically and mentally demanding.

• Training equipment, monitoring equipment and other materials including stands for promotional road shows and digital recording equipment are regularly required to be transported between sites and venues. Equipment can weigh up to 20kg and may be required to be carried considerable distances (up to 1 mile) depending on the availability of car parking spaces and nature of the premises.

• Occasional climbing of ladders to gain access to work areas.

• The post holder is required to travel between NHS Greater Glasgow and
Clyde sites and elsewhere on NHS and external business on a daily basis.

**Mental**
- Frequent requirement for prolonged concentration e.g. incident investigation and report writing, interpretation and presentation of witness accounts, technical data, systems monitoring.
- Regular requirement for short periods of intense concentration for Health and Safety report writing, interpretation of legislation, problem solving and analysis and examination of critical incidents.
- The pattern of work is unpredictable; therefore frequent interruptions will inevitably result in stopping one job to deal with another.

**Emotional**
- The post holder will be required to visit areas within NHSGGC, and on occasion external sites, to examine the scene of an incident or gain insight into a process or task. Investigations may require that measurements be taken, monitoring be carried out and photographs be taken within such areas. It may be necessary to enter confined spaces and visit areas may be difficult to access, for example void areas or roofs. The post holder must wear protective equipment where necessary and also requires to be immunised.
- Occasionally, the post holder will be required to conduct post incident interviews with injured persons or witnesses to traumatic events, e.g. patients, relatives, staff and fatal accidents/suicides.

**Working Conditions**
- Working in restricted area and confined spaces with the requirement to climb ladders to gain access to such areas. Visiting hazardous areas with risk of infection and exposure to hazardous substances.
- Regular exposure to hazards including asbestos, dust, high temperatures, radioactive, clinical waste, hazardous substances, confined spaces, biological agents, working at height, lone working.
- Dealing with individual patients, staff or visitors who are verbally aggressive.

**10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
- Unpredictable work pattern due to constant changing priorities of the Service and the needs of the organisation.
- The requirement of lateral and creative thinking to eliminate obstacles that may arise due to the lack of resources and when additional funding...
is not an option to rectify this: i.e. the requirement to “think outside the box”.

- Developing and maintaining a “positive safety culture” and improving the service in a climate of change and organisational pressures.

- Communicating with and gaining the trust and confidence managers and staff to ensure commitment and implementation of NHSGGC’s Health and Safety Strategy to ensure that Statutory Health and Safety requirements are fulfilled.

- Contribute to the development of a pro-active target setting approach to Health and Safety performance within NHSGGC.

- To promote awareness of Health and Safety issues to staff and managers who have varying attitudes towards Health and Safety.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

**Apprenticeship Applicants should refer to the Apprenticeship Person Specification**

a. Post holder will hold the National Examination Board of Occupational Safety and Health (NEBOSH) certificate and be working towards the NEBOSH Diploma in Occupational Safety and Health and Initial Professional Development of the Institution of Occupational Safety & Health (IOSH).

b. The post holder must remain up to date in all aspects of Health and Safety legislation, Codes of Practice and best practice.

c. Writing skills are necessary for compilation of reports.

d. Good interpersonal and communication skills are required.

e. The post holder is required to have well developed verbal and literate skills.

f. The post holder must be self-motivated and articulate; possessing good written and oral communication skills.
PERSON SPECIFICATION FORM

Job Title:- Modern Apprentice – Health and Safety Officer

Department:- Health and Safety

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
</tr>
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<tbody>
<tr>
<td>Good general education including National 5 Grade A to C in English with two other National 4 Qualifications.</td>
<td>✓</td>
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<tr>
<th>Experience</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
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<tr>
<td>Keyboard experience.</td>
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<td>✓</td>
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<tr>
<th>Behavioural Competencies</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
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<tbody>
<tr>
<td>Good communication skills: verbal and written.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Demonstrates the ability to work on own initiative.</td>
<td>✓</td>
<td></td>
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<tr>
<td>Demonstrates the ability to work as part of a team.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Demonstrates the ability to cope with pressure and work to deadlines.</td>
<td>✓</td>
<td></td>
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<tr>
<td>To be motivated, enthusiastic and flexible.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Demonstrates good observation and problem solving skills</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Demonstrates the aptitude to make reasoned judgements, articulate thoughts and negotiate outcomes, and produce reports.</td>
<td>✓</td>
<td></td>
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<tr>
<th>Other</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of Data Protection Act.</td>
<td></td>
<td>✓</td>
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<tr>
<td>Awareness of Caldicott Guidelines.</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Awareness of Freedom of Information (Scotland) Act.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Once you have located the vacancy on the job site select the “How to apply: You can apply online, click here to start the process” option

**Step 1 – Create your account**
To create your user account type your email address into the email box under New User Registration. This will allow you to immediately proceed to completing an application form. You will also be issued a password by email which you can use when next accessing the system. Your user name will be your email address.

This email address will be your user name for future applications and the address that all emails from the NHS Scotland Webteam will be sent – including a notification of your password – so make sure its correct before pressing register.
Step 2 – Personal Details

- Please read the instructions at the start of this section and complete as many sections as you can.
- Name known by if different is if you are called something other than your birth name – eg Catherine known as Cathy or Joseph known as Joe.
- All applicant born in the UK or European Union are eligible to work in the UK and do not require a work permit – if this applies to you answer No for work permit and Yes for eligible to work in the UK. Non UK or EU nationals should view appendix 1 at the end of this document.
Step 3 – Criminal Convictions Declaration

If the position you have applied for states that PVG Scheme Membership/Disclosure Scotland Clearance is required you must declare any unspent convictions and spent conviction that appears on either the “Offences that must always be Disclosed” or that appear on the “Offences to be disclosed subject to rules” lists. For further information visit https://www.disclosurescotland.co.uk/news/UKSCFAQs.htm
Step 4 - Qualifications and Memberships (Part C) – School, College, University and other Education History.

- For each subject you list you must include the type of qualification, the grade achieved and must include a date. If you are unsure of the exact qualification date please estimate using the last day of the month your qualification was issued eg 31/08/2015.
- For qualifications you are currently studying and have not received a result estimate the result you expect to receive and the date you estimate the results will be issued.
- All dates should be entered in number format. On submission they will revert to text and number – eg 31/08/2015 will become 31 Aug 2015. This is not an error.
Step 5 - Employment History (Part C)
If you have recently left School or College and/or have no previous employment please list the details of your school/college – see example below - and ensure the detail you type in the Role Purpose/Summary of Responsibilities section fits inside the box without scrolling.

For those with a current or recent employment history – paid or voluntary - please see next section.
Step 5 - Employment History (Part C)

- If you are now employed or have recently been employed in either paid or voluntary employment provide those employment details here. If you are still working in the job the “to date” should be 21/21/2112. If this is a job you have now left and you are not currently employed on a paid or voluntary basis please ensure you include your last working day as day, month and year.

- Other jobs if any can be listed in the Previous Employment Section. If you can’t be precise about dates please include an estimate date – day, month and year.

- Make sure that you do not repeat the detail on the Present or Most Recent post in the employment history. If space allows you can also include any school or college work experience or work placements and any voluntary work.
Step 6 – Other information

- In this section please ensure that your application includes full referee details one of whom must be your current or most recent employer (paid or voluntary employment). If you have previous employment – paid or voluntary - you can provide a character references (not friends or family members) and a reference from your school and college.

- If you have a disability you are not required to disclose it however we do operate a guaranteed interview scheme for disabled applicants who meet the minimum selection criteria. If you have declared a disability and require special requirements for interview please let us know.

- Only include details if your driving licence if the post you are applying for has specified that a driving license is essential.
Step 7 – The Statement in Support of Application

Your supporting statement is your opportunity to tell us why, aside from meeting the minimum requirements for the Modern Apprenticeship Programme you want to take part.

Make sure your statement isn’t longer than 50 lines (approx 1 A4 page including paragraph spaces) doesn’t include any bullet points or symbols and includes all the detail requested in the information pack. You might find it helpful to draft your statement in MS Word or a similar programme to ensure that you have checked the length, spelling and grammar.

Once you have pasted it into the box if you are not certain of length check the number of lines including paragraph spaces before you submit.

Please do not exceed the 50 line limit as although you may be able to view on screen, your additional text may not be visible to the shortlisting panel.
Step 8 – Equal Opportunities information
We are an equal opportunities employer but the only way we can ensure this is by recording certain information about the people who apply for or jobs. This data is confidential and is not part of the selection process, is not retained with your application and is used for monitoring purposes only. If you do not wish to provide any data please select “prefer not to answer” but please note that as the funding for modern apprenticeships is linked to your Age you must provide your date of birth.
If you do not wish to provide any data please select “prefer not to answer” but please note that as the funding for modern apprenticeships is linked to your Age you must provide your date of birth.
Step 9. Submitting your application. If you have fully completed all the required sections you will see the option below to submit. If you do not see the submit option please see next page.
If you have not fully completed your application under the “Update your Application” section you will see what error is preventing your application submission. Once all sections are properly completed you will see the submit application option.
Step 9 – Confirmation that your application has been successfully submitted
You will see an onscreen message confirming successful submission and receive an email to
the email address you created your account confirming submission. Please ensure you
check your email inbox including junk mail folders for this email and make sure you keep
this email as confirmation of submission. You will receive an additional confirmation from
NHS Greater Glasgow and Clyde when we receive your application from the NHS Scotland
Jobs Website.
Appendix 1

Right to work in the UK

Any one of the documents listed below will provide the necessary evidence of the right to work in the UK.

If selected for interview and appointment you will be asked to produce evidence of our right to work the UK.

The document provided must be the original.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

OR

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the originals.

First Combination

- A document giving a person’s permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or
- A certificate of registration or naturalisation stating that the holder is a British citizen or
• A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
• An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
• A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering or
• An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second combination

• A work permit or other approval to take employment that has been issued by Work Permits UK

AND one of the following documents

• A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question or
• A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.