

<b>Swydd Ddisgrifiad: Swyddog Iechyd, Diogelwch a'r Amgylchedd (SHE)</b>	
<b>Maes Rhaglen / Adran</b>	Diogelwch, Iechyd a'r Amgylchedd
<b>Prif Safle</b>	Lleoliad hyblyg, safle Llandrillo-yn-Rhos, Glynllifon neu Dolgellau
<b>Cyflog</b>	£37,232.57 - £39,437.40 y flwyddyn Cymorth Busnes Graddfa 8 Pwynt 35 - 37
<b>Y Math o Gontract</b>	Cyfle secondiad / Dros dro, hyd at 31/07/2026
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Rheolwr Diogelwch, Iechyd a'r Amgylchedd (SHE)
<b>Pwrpas y Swydd</b>	
<p>Nod y Grŵp yw sicrhau a chynnal diwylliant SHE rhagweithiol sy'n parhau i wella er mwyn sicrhau bod ei berfformiad SHE yn cyrraedd y chwarter uchaf ac yn cydymffurfio'n llawn â deddfwriaeth SHE, gofynion asiantaethau allanol a pholisïau a gweithdrefnau'r Grŵp.</p> <p>Cynnig cyngor mewn modd rhagweithiol ar sut i sicrhau bod y perfformiad SHE yn cyrraedd y chwarter uchaf. Cynghori'r Grŵp ar bob agwedd yn ymwneud â chydymffurfio â SHE. Cefnogi diwylliant SHE cryf, sy'n gwella'n barhaus a sicrhau y cydymffurfio â deddfwriaeth, gofynion asiantaethau allanol a pholisïau a gweithdrefnau'r Grŵp - gan weithio gyda rhanddeiliaid allweddol eraill.</p>	
<b>Prif Ddyletswyddau a Chyfrifoldebau</b>	
<ol style="list-style-type: none"> <li>1. Cefnogi'r gwaith o ddatblygu a gweithredu systemau, polisïau, safonau a threfnau GLIM priodol o ran iechyd, diogelwch a'r amgylchedd sy'n sicrhau y bodlonir neu y rhagorir ar holl ofynion deddfau ac asiantaethau allanol. Mae hyn yn cynnwys gofynion Llywodraeth Cymru ac Estyn;</li> <li>2. Bod yn aelod effeithiol o'r tîm Iechyd, Diogelwch a'r Amgylchedd gan sicrhau y darperir gwasanaeth cefnogi mewnol o'r radd flaenaf;</li> <li>3. Cynllunio a chynnal rhaglen o arolygiadau ac archwiliadau SHE a nodi a gweithredu ar unrhyw gamau unioni angenrheidiol;</li> <li>4. Darparu cynllun gwaith blynyddol a pharhaus sy'n amlinellu amcanion a chyflawniadau ar gyfer gweithgareddau addysgu, dysgu a chefnogi cynlluniedig a rheolaidd;</li> <li>5. Cydweithio a chynnig cyngor proffesiynol fel y bo'n briodol i reolwyr ar bob lefel i weithredu polisïau Iechyd, Diogelwch a'r Amgylchedd. Hyfforddi a dylanwadu ar reolwyr mewn modd adeiladol heb awdurdod uniongyrchol;</li> <li>6. Mynychu pwyllgorau'r coleg ar ddiogelwch, iechyd a'r amgylchedd yn ôl y gofyn a darparu gwybodaeth berthnasol ar ddarpariaeth yn cynnwys paratoi papurau ac adroddiadau i'w trafod, eu hadolygu a'u gweithredu;</li> <li>7. Cyfathrebu a hybu cysylltiadau ag asiantaethau allanol, arbenigwyr a gweithwyr SHE colegau eraill;</li> <li>8. Paratoi a chyflwyno hyfforddiant a sesiynau briffio ar ddiogelwch, iechyd a'r amgylchedd fel y bo'n briodol ar draws y Grŵp i feithrin gallu rheolwyr a staff ar bob safle;</li> <li>9. Rhoi cyngor i'r Nyrs Iechyd Galwedigaethol ar ddysgwyr yn seiliedig ar y wybodaeth a geir gan yr adran Gwasanaethau i Ddysgwyr. Cymryd rhan mewn mentrau Iechyd Galwedigaethol a gwaith asesu addasiadau rhesymol;</li> <li>10. Cynnig cefnogaeth gyda gwaith monitro hylendid galwedigaethol a darparu hyfforddiant / profi RPE pan fo angen;</li> </ol>	

11. Darparu cyngor proffesiynol priodol mewn perthynas â phrosiectau cyfalaf, datblygu campysau a phrynu a gosod offer neu beiriannau newydd;
12. Gweithio'n agos gyda'r Cynghorydd Amgylcheddol, a chefnogi cynlluniau, archwiliadau ac ymgyrchoedd amgylcheddol;
13. Darparu cyngor proffesiynol i staff ar bob lefel mewn perthynas â rheoli peryglon iechyd, diogelwch a'r amgylchedd ledled y Grŵp;
14. Canfod risgiau sy'n gysylltiedig â SHE a chynnal asesiadau risg a chynghori a chefnogi eraill ynghylch cwblhau asesiadau risg (yn cynnwys Mamolaeth, COSHH, PUWER, Gweithio ar Uchder, LOLER);
15. Awdurdodi a chymeradwyo asesiadau risg cyn iddynt gael eu harddangos ar y system gyfrifiadurol;
16. Sicrhau bod digwyddiadau a damweiniau i gyd yn cael eu cofnodi, eu hymchwilio a'u hadrodd yn briodol, yn cynnwys darparu adroddiadau RIDDOR;
17. Cynnal ymchwiliadau i ddamweiniau a digwyddiadau ac argymell gwaith adferol a thracio'r camau gweithredu hyd nes y cânt eu cwblhau fel y bo'n briodol,
18. Sicrhau y caiff gofynion a darpariaethau cymorth cyntaf eu nodi a'u cynnal ar draws y Grŵp a mynd ati i wirio diffibrilwyr ac offer cymorth cyntaf ardal y dderbynfa a'r ystafell cymorth cyntaf yn fisol;
19. Gweithredu fel Darparwr Cymorth Cyntaf neu bwynt cyswllt pan fydd angen rhoi cymorth cyntaf ar unrhyw safle lle byddwch yn gweithio;
20. Helpu gyda'r gwaith o ddatblygu cynlluniau diogelwch tân ac asesu risgiau tân, a'u hadolygu a'u diweddarau yn flynyddol;
21. Cynnig cyngor ar Gynlluniau Personol Gadael mewn Argyfwng a darparu hyfforddiant i staff ar ddefnyddio cadeiriau achub;
22. Cyd-drefnu ymarferion tân bob tymor ar bob safle. Cofnodi a monitro'r camau gweithredu sy'n dilyn ymarferion a digwyddiadau sy'n codi'n sgil defnyddio larymau tân;
23. Cynorthwyo Tîm yr Ystâd, y gwasanaethau brys, Yr Awdurdod Gweithredol Iechyd a Diogelwch ac archwilwyr gorfodi, rheoleiddio neu yswiriant eraill os cânt eu galw i'r coleg;
24. Cynnal a gwirio cynnwys y bag parhad busnes yn flynyddol;
25. Darparu adroddiadau ac adborth manwl ar unrhyw arolygiadau ac archwiliadau a gwblheir, yn cynnwys cyflwyno argymhellion yn defnyddio pecynnau meddalwedd pan fo hynny'n briodol;
26. Gweithredu fel awdurdod GLIM / SHE ar feysydd penodol o Ddiogelwch fel y cytunwyd gyda'r Rheolwr SHE a chyfateb hyn gyda gallu / profiad ychwanegol;
27. Gwybod am ddeddfwriaethau newydd a diwygiedig sy'n berthnasol i'r swydd ac argymell newidiadau i GLIM yn ôl yr angen; Rhannu gwybodaeth am reoliadau newydd, polisïau a gofynion perthnasol eraill o ran SHE gyda rhanddeiliad a staff allweddol;
28. Cymryd rhan mewn datblygiad proffesiynol parhaus i sicrhau bod eich gwybodaeth yn gyfredol;
29. Darparu cefnogaeth i aelodau eraill y tîm SHE yn ôl yr angen, e.e. salwch a gwyliau blynyddol;
30. Cyflawni unrhyw ddyletswyddau eraill sy'n addas i'ch graddfa gyflog, eich sgiliau a'ch cymwysterau;
31. Cydymffurfio â holl bolisïau a gweithdrefnau mewnol y Grŵp;
32. Casglu ystadegau SHE i'w hadrodd a'u prosesu ymhellach ar lefel Grŵp;
33. Ysgogi a chefnogi rhaglenni gwella SHE;
34. Bod yn bwynt cyswllt cyntaf i'r sawl sy'n defnyddio systemau TG sy'n ymwneud yn benodol â SHE, hyfforddi defnyddwyr newydd yn ôl yr angen a chyfathrebu â'r cyflenwr;

Effaith – Dangosyddion Llwyddiant Allweddol:

- A. Tueddiadau cadarnhaol o ran lleihau'r enghreifftiau o ddiffyg cydymffurfio;;
- B. Tueddiadau cadarnhaol o ran lleihau nifer damweiniau a digwyddiadau;
- C. Tuedd cadarnhaol o ran canlyniadau archwilio boddhaol;
- D. Gweithredu effeithiol yn dilyn digwyddiadau, damweiniau, ymarferion ac asesiadau;;
- E. "Sgôr" boddhad cwsmeriaid (sgôr flynyddol o foddhad y bobl a gynghorir);
- F. Canlyniadau yn erbyn cynlluniau'r flwyddyn (ymarferion, archwiliadau, cyrsiau ac ati).

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
Diploma neu Radd ym maes lechyd a Diogelwch neu gymhwyster cyfwerth	X		Ffurflen Gais / Cyfweliad
Aelod o IOSH (Institution of Occupational Safety & Health)  <b>Noder os gwelwch yn dda:-</b> Ystyrir ceisiadau gan ymgeiswyr sydd â phrofiad addas ond sydd â Chymwysterau is yn y maes lechyd a Diogelwch, ond a fydd wedi ymrwymo i gyflawni cymhwyster lefel uwch o fewn terfynau amser rhesymol y cytunwyd arnynt	X		Ffurflen Gais / Cyfweliad
Gradd mewn pwnc perthnasol		X	Ffurflen Gais / Cyfweliad
Cymhwyster archwilio		X	Ffurflen Gais / Cyfweliad
Tystysgrif mewn Rheolaeth Amgylcheddol		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Gwybodaeth a phrofiad mewn swydd broffesiynol ym maes lechyd a Diogelwch. Gallu cymhwyso gwybodaeth, sgiliau a phrofiad i sicrhau cydymffurfiad â gofynion polisïau a deddfwriaethau, i sefydlu diwylliant diogelwch cadarnhaol ac i ddarparu sicrwydd	X		Ffurflen Gais / Cyfweliad
Profiad o gefnogi'r gwaith o ddatblygu polisïau / safonau a lledaenu gwybodaeth am eu cynnwys	X		Ffurflen Gais / Cyfweliad
Profiad o ddarparu cyngor ac arweiniad arbenigol i uwch reolwyr a rhanddeiliaid mewnol / allanol i gefnogi'r gwaith o wneud penderfyniadau	X		Ffurflen Gais / Cyfweliad



Gallu gweithio'n effeithiol mewn amgylchedd lle ceir rheoliadau a gweithdrefnau cymhleth (e.e. rheoliadau lechyd a Diogelwch)	X		Ffurflen Gais / Cyfweliad
Profiad a gwybodaeth ym maes rheoli iechyd a diogelwch, yn cynnwys cyflwyno adroddiadau ar archwiliadau a pherfformiad yng nghyd-destun systemau rheoli	X		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio systemau rheoli iechyd a diogelwch ar-lein fel eDdysgu neu systemau adrodd ar ddiwyddiadau	X		Ffurflen Gais / Cyfweliad
Profiad o:  a) Sefydliadau addysgol; b) Amgylcheddau Amaethyddol / Coedwigaeth; c) Amgylcheddau Arlwygo; d) Hylendid Bwyd (HACCP); e) Amgylchedd gweithdy; f) Amgylchedd Addysg Awyr Agored; g) Technegau dadansoddi gwraidd y broblem; h) Delio â chyrrff rheoleiddio mewn gwahanol fathau o sefydliadau ar amrywiol lefelau. (Yr Awdurdod Gweithredol Iechyd a Diogelwch, Awdurdodau Lleol) Y gwasanaeth Tân ac Achub; i) Prosesau diogelwch rheoli contractwyr; j) Systemau rheoli gwastraff a gofynion trwyddedu; k) Prosesau rheoli asbestos; l) Systemau gwaith diogel / Systemau trwyddedu; m) Darparu / datblygu hyfforddiant staff n) Defnyddio meddalwedd arbenigol (I.Auditor, Evolve neu rai tebyg) o) Gallu defnyddio a chynnal a chadw systemau cyfrifiadurol megis		X	Ffurflen Gais / Cyfweliad

EVOLVE, EOA ac I Auditor. Rhaid cyflawni hyn yn ystod y flwyddyn gyntaf			
p) Gallu ysgrifennu adroddiadau cynnydd			
q) Gallu cyflwyno canfyddiadau i staff uwch			
<b>Sgiliau a Phriodweddau</b>			
Sgiliau rhyngberonol a sgiliau dylanwadu o safon uchel ynghyd â'r gallu i weithio gydag amrywiaeth eang o staff ar bob lefel i fod yn fodel rôl a hybu newid	X		Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu cryf	X		Ffurflen Gais / Cyfweliad
Gallu bod yn rhan effeithiol o dîm SHE Y gallu a'r parodrwydd i herio a mynd i'r afael ag enghreifftiau o ddiffyg cydymffurfio	X		Ffurflen Gais / Cyfweliad
Gallu gweithio gydag asiantaethau allanol ac Arolygiaethau mewn modd proffesiynol	X		Ffurflen Gais / Cyfweliad
Gallu defnyddio rhaglenni TG yn fedrus a hyderus, yn cynnwys taenlenni, cronfeydd data a rhaglenni prosesu geiriau	X		Ffurflen Gais / Cyfweliad
Gallu rheoli amser i gyrraedd targedau	X		Ffurflen Gais / Cyfweliad
Gallu gweithio i amserlenni tynn	X		Ffurflen Gais / Cyfweliad
Gallu gweithio ar eich liwt eich hun ac ysgwyddo cyfrifoldebau am gyflwyno cynlluniau gwaith ac amserlenni	X		Ffurflen Gais / Cyfweliad
Gallu gweithio'n unol â safonau / ffiniau proffesiynol	X		Ffurflen Gais / Cyfweliad
Gallu dehongli a chynnig arweiniad i uwch reolwyr ar sut i ymateb yn briodol i faterion SHE	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun	X		Ffurflen Gais / Cyfweliad
Gallu rhoi sylw gofalus i fanylion	X		Ffurflen Gais / Cyfweliad
Mae trwydded yrru dilys yn hanfodol ar gyfer y rôl hon.	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			

Mae trwydded yrru dilys yn hanfodol ar gyfer y rôl hon.	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Canolradd		Cyfweliad
<b>Yn siarad Cymraeg</b>	Canolradd		Cyfweliad
<b>Llythrennedd Cymraeg</b>	Canolradd		Cyfweliad
<p><b>Noder os gwelwch yn dda</b> - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</p>			
<b>Gofynion Gorfodol</b>			
<p>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>			
<b>Crynodeb o'r Telerau a'r Amodau</b>			
<b>Oriau Gwaith</b>	37 awr yr wythnos		
<b>Wythnos Waith</b>	52 o wythnosau'r flwyddyn		
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.</li> </ul>		
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		
<b>Teithio</b>	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliadaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>		

**Sgrinio Iechyd**

Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

<b>Job description: Safety, Health &amp; Environmental Officer (SHE)</b>	
<b>Programme area / Department</b>	Safety, Health and Environmental (SHE)
<b>Main site</b>	Flexible location, based at Rhos-on-Sea, Glynllifon or Dolgellau site
<b>Salary</b>	£37,232.57 - £39,437.40 per annum Business Support Grade 8 Point 35 - 37
<b>Contract type</b>	Secondment opportunity / Temporary until 31/07/2026
<b>Contract terms</b>	Full Time
<b>Reporting to</b>	Safety, Health and Environmental (SHE) Manager
<b>Job purpose</b>	
<p>The Grŵp aims to achieve and maintain a proactive, continuously improving SHE culture to achieve top quartile SHE performance and full compliance with appropriate SHE legislation, external agency requirements and Grŵp policies and procedures.</p> <p>To proactively advise how to achieve top quartile Safety, Health and Environmental performance. To advise the Grŵp on all aspects of SHE compliance. To support a strong, continuous improvement SHE culture that ensures compliance with legislation, external agency requirements and Grŵp policy and procedures, working with other key stakeholders.</p>	
<b>Main duties and responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To support the development and implementation of appropriate GLLM safety, health and environmental systems, policies, standards and procedures that ensures that all appropriate legislative policies and external agency requirements are met or exceeded. This includes the Welsh Government and Estyn requirements;</li> <li>2. Work as an effective team member of Safety, Health and Environmental Team to ensure a first class internal support service is provided;</li> <li>3. To plan and undertake a schedule of SHE inspections and audits and identify and follow through any corrective actions required;</li> <li>4. Provide an annual and ongoing work plan that outlines objectives and deliverables for planned and recurring teaching, learning and support activities;</li> <li>5. Liaise with and provide professional advice to all Manager levels as appropriate to implement the Safety, Health and Environmental Policies. Coach and influence managers in a constructive way without direct authority;</li> <li>6. Attend College Safety, Health &amp; Environment Committees as required and to provide relevant information on provision including preparation of papers and reports for discussion, review and action;</li> <li>7. Communicate and promote links with external agencies, experts and other College SHE practitioners;</li> <li>8. Design and deliver safety, health and environmental training and briefings as appropriate across the Grŵp to raise the competence levels of managers and staff across all sites;</li> <li>9. Provide advice to the Occupational Health Nurse relating to learners based on the available information provided by Learner Services. Participate with Occupational Health initiatives and the assessment of reasonable adjustments;</li> <li>10. Provide support with occupational hygiene monitoring and to provide training / face fit testing of RPE where required;</li> <li>11. Provide appropriate professional advice in relation to capital projects, campus developments and</li> </ol>	



the purchase and installation of new machinery or equipment;

12. Work closely with the Environmental Advisor, providing support for Environmental initiatives, audits and campaigns;
13. Provide professional advice to all levels of staff in relation to the management of safety, health and environmental hazards across the Grŵp;
14. Identify SHE related risks and undertake risk assessments and provide advice and support to others on the completion of risk assessments (including Maternity, COSHH, PUWER, Work at Height, LOLER);
15. Authorise and approve risk assessments before they are accepted on the computer based system;
16. Ensure that all incidents and accidents are recorded, investigated and reported as appropriate including RIDDOR reporting;
17. Undertake accident and incident investigations, recommend remedial action and track the actions through to completion as appropriate;
18. Ensure first aid requirements and provisions are identified and maintained across the Grŵp and undertake monthly checks of the reception and first aid room first aid kits and de-fibrillators.
19. Act as a First Aider or as point of contact during first aid callout for any site where working;
20. Assist the development of fire safety emergency plans and fire risk assessments and review and update them annually;
21. Provide advice on Personal Emergency Evacuation Plans and to provide training to staff in the use of Evacuation Chairs or similar;
22. Co-ordinate fire drills on a termly basis on all sites. To document and monitor the resolution of actions arising from the drills and actions arising from fire alarm activations;
23. Assist the Estates Team, emergency services, HSE and other enforcement, regulatory or Insurance inspectors if called out to College premises;
24. Annually audit and maintain the contents of the business continuity bag;
25. Provide detailed reports and feedback on any inspections and audits completed, including the presentation of recommendations utilising software packages where appropriate;
26. Act as the GLLM / SHE authority on specific areas of Safety as agreed with the SHE manager and commensurate with additional competencies / experience;
27. Maintain awareness of new and amended legislation relevant to the role and recommend changes to GLLM as required; Cascade information of new regulations, policies and other relevant SHE requirements for your respective areas of work to all key stakeholders and staff;
28. Participate in continual professional development (CPD) to keep knowledge up to date;
29. Provide support for other SHE team members as needed e.g. for sickness and annual leave;
30. Perform any other duties commensurate with your grade, skills and qualifications;
31. Comply with all Grŵp internal policies and procedures;
32. Gather SHE statistics for reporting and further processing at Grŵp level;
33. Initiate and support SHE improvement programs;
34. To be first point of contact for users of the SHE specific IT systems; train and coach new users and where required act as liaison to the supplier;

Impact – Key indicators of success:

- A. Positive trends in the number of non-compliances;
- B. Positive trends in the number of accidents and incidents;
- C. Positive trend in satisfactory Audit results;
- D. Effective follow up on incidents, accidents, drills and assessments;
- E. “Customer” satisfaction score (yearly short score of satisfaction of people advised);
- F. Results versus plans for the year (drills, audits, courses, etc.)

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Diploma or Degree in Health and Safety or equivalent	X		Application form / Interview
Membership of the Institution of Occupational Safety and Health (IOSH)  <b>Please note:-</b> Applications will be considered from suitably experienced applicants that have a lower level of H&S qualification, but who will be committed to achieving a higher level within agreed reasonable time limits	X		Application form / Interview
Degree in a relevant subject		X	
Auditing qualification		X	
Certificate in Environmental management		X	
<b>Knowledge and experience</b>			
Knowledge and experience in a professional Health and Safety role, applying in depth knowledge, skills and experience to ensure compliance with policy and legal requirements, to embed a positive safety culture and provide assurance	X		Application form / Interview
Experience of supporting development and dissemination of policies/ standards	X		Application form / Interview
Experience of providing expert advice and guidance to senior managers and internal/ external stakeholders to support decision making	X		Application form / Interview
Working effectively in an environment of complex regulations and procedures (e.g. Health, Safety regulations)	X		Application form / Interview
Knowledge and experience in health and safety management including auditing and performance reporting aligned with management systems	X		Application form / Interview
Experience of the use of online health and safety management	X		Application form / Interview

systems such as eLearning or incident reporting systems			
<p>Experience of:</p> <ul style="list-style-type: none"> <li>a) Educational establishments;</li> <li>b) Agricultural / Forestry environments;</li> <li>c) Catering Environments;</li> <li>d) Food Hygiene (HACCP);</li> <li>e) Workshop environments;</li> <li>f) Outdoor Education environments;</li> <li>g) Root Cause analysis techniques;</li> <li>h) Dealing with regulatory bodies within different types of institutions at various levels. (HSE, Local Authorities ) Fire &amp; Rescue Service;</li> <li>i) Contractor Management safety processes;</li> <li>j) Waste management systems and licensing requirements;</li> <li>k) Asbestos management processes;</li> <li>l) Safe systems of work / Permit Systems;</li> <li>m) Providing / developing staff training</li> <li>n) Use of specialist software packages (I.Auditor, Evolve or similar)</li> <li>o) Ability to operate and maintain computer systems such as EVOLVE, EOA and I Auditor. This needs to be achieved in the first year</li> <li>p) Ability to write progress reports</li> <li>q) Ability to present findings to senior staff;</li> </ul>		X	
<b>Skills and attributes</b>			
High standard of interpersonal and influencing skills and ability to work with a wide variety of	X		Application form / Interview

staff at all levels to act as a role model and a change agent			
Strong communication skills	X		Application form / Interview
Ability to work effectively within the SHE team	X		Application form / Interview
Ability and willingness to challenge and address issues of non-compliance	X		Application form / Interview
Ability to work with external agencies and Inspectorates in a professional manner	X		Application form / Interview
Competent user of IT applications including, use of spreadsheets, database and word- processing	X		Application form / Interview
Ability to manage working time to meet targets	X		Application form / Interview
Ability to work to tight deadlines	X		Application form / Interview
Ability to work on own initiative and take responsibility for delivering to work plans and deadlines	X		Application form / Interview
Ability to work within professional standards / boundaries	X		Application form / Interview
Interpret and offer guidance to senior managers on appropriate SHE responses required	X		Application form / Interview
Committed to own professional development	X		Application form / Interview
Close attention to detail	X		Application form / Interview
<b>Additional requirements</b>			
Valid Driving licence is essential for this role.	X		Application form / Interview
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Intermediate		Interview
<b>Welsh Speaking</b>	Intermediate		Interview
<b>Welsh Literacy</b>	Intermediate		Interview

**Please note:** consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.

### Mandatory requirements

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

### Summary of the terms and conditions

<b>Working hours</b>	37 hours per week
<b>Working weeks</b>	52 weeks per year
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Travel</b>	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.