

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

09856

JOB DETAILS

Job Title:	Health & Safety Trainer
Pay Band:	5
Department:	Health, Safety & Environment Department
Directorate:	Health and Safety
Clinical Board:	Executives – People and Culture
Base:	Denbigh House covering Health Board wide premises

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Senior Health and Safety Trainer
Reports to:	Senior Health and Safety Trainer
Professionally Responsible to:	Senior Health and Safety Trainer

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviors are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder will work as part of the Health & Safety Training team delivering high quality, effective multidisciplinary training programs. Delivering mandatory and statutory training within the Health Board meeting individual training needs and helping to facilitate staffs' personal development. The core function of the role is delivering manual handling and violence and aggression training.

The post holder will provide advice and guidance to staff as required within the training environment. They will advise and guide team members with training concerns / matters in the absence of the Health & Safety training Manager

The post holder will contribute to the development of training events and programs.

DUTIES AND RESPONSIBILITIES

1. Educating staff from all areas of the Health board (including host organisations) using a variety of appropriate teaching techniques. This will include PowerPoint presentations, facilitation of group work and using a range of assessment methodologies.
2. Use a range of training methods to motivate and meet the needs of different learning styles, ensuring the use of blended approaches to meet the varying needs of the learner.
3. Use a high level of communication skills such as rapport, influencing, motivation and assertiveness to manage learners in a classroom environment when delivering information to avoid barriers of understanding.
4. Work in partnership with subject leads to collaborate on the design of flexible and innovative delivery solutions for certain staff groups.
5. Work in partnership with subject leads to support the content, design and delivery of training packages including statutory and mandatory programmes.
6. Promote Health Board wide the importance of training compliance. Act as Health and Safety representative for the Health & Safety department during training sessions.
7. Create course paperwork. Recording candidate attendance on ESR.
8. Work autonomously, but refer more complex matters to the subject leads and work within agreed workforce policies and procedures.

9. Communicate with staff and managers Health Board-wide regarding eLearning packages and implementation of Manual Handling Workplace Competency Assessors programme.

Communication

1. Develop and maintain effective and proactive communication links with staff members of the Health Board and external organisations throughout training delivery.
2. Develop and maintain a good level of communication within the department in managing and delivering Health and Safety Training courses.
3. Support and challenge colleagues at all levels in a supportive and non-adversarial manner on areas of compliance relating to health, safety and risk that may need change.
4. Influence change in Health & Safety practice across the UHB for all levels of staff and to contribute to Health & Safety Culture strategies.
5. Liaise with Health and Safety Advisers/Personal Safety Adviser and Manual Handling Adviser on all areas of Health and Safety training and working with external stakeholders when required.

Specialist Knowledge

1. Demonstrate an understanding across a range of Health and Safety legislative standards and national guidance relevant to the area of training.
2. Demonstrate an ability to understand and explain Health & Safety issues in-depth during training but escalate to subject lead as appropriate.
3. Provide advice on manual handling equipment to ensure staff are able to undertake their roles safely. Including evaluating equipment for efficiency and effectiveness and feeding back findings as required.
4. Demonstrate by means of evidence professional developments in the field, by attendance at relevant meetings, updates, conferences and study days.

Analytical

1. Undertake Audits and Inspections when appropriate.
2. Identify urgent issues and refer to subject lead.
3. Develop and maintain the confidence of team members and Health Board staff by demonstrating sound and considered judgement on key areas of Health and Safety.

Financial and Physical Resources

1. Assist the Senior Health & Safety Trainer with meeting targets, advising on stock and managing within the budget.

Planning

1. Assist on specific aspects on the departmental strategy improvement plan.

Physical Skills/Mental Effort

1. Competent and physically capable of demonstrating and undertaking all patient and inanimate load handling techniques included in the course content.
2. Competent and physically capable of using the full range of patient handling equipment in the organisation.
3. Competent and physically capable of demonstrating and undertaking all break away, escorting and safe holding techniques included in the course content.
4. Standard keyboard skills and good working understanding of Microsoft Office
5. Work mainly in training room (standing and moving) conditions or office (sitting). Travel to various training venues in both C&V University Health Board and external organisation sites to deliver training.
6. Required to organise the training venue layout and equipment (furniture movement and technology set up).
7. Sustained concentration necessary when attending meetings and inputting data.
8. Significant concentration and mental effort required when delivering training to groups of various sizes ranging from one to one, up to groups of 20.
9. Little exposure to emotional and distressing circumstances.

Patient/Client Care

1. Required to support staff with manual handling issues/assessments arising from the Manual Handling Workplace Assessor programme in ward and treatment areas where there will be contact with patients.

Policy and Service

1. Support subject leads to identify high risk areas and problems when necessary.

The above responsibilities cover the main areas of the post. The priorities and particular emphasis of the post may change to reflect the needs of the Health Board. These will be developed through the individual performance process.

These duties are not exhaustive and may be amended to reflect organisational needs.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: October 2022

Prepared By: Elinor Thorne

Date Reviewed: October 2022

Reviewed By: Rachael Sykes

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Health & Safety Trainer	Department:	Health & Safety
Band:	5	Clinical Board:	People and Culture
Base:	Denbigh House UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Recognised professional Healthcare qualification</p> <p>Educated to degree level</p>	<p>NVQ Level 3-4 assessor qualification.</p> <p>A recognised manual handling and Violence & Aggression training qualification.</p> <p>NEBOSH Certificate</p> <p>A recognised teaching qualification</p> <p>Knowledge of Health & safety legislation and its application to manual handling activities</p>	<p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p>

EXPERIENCE	<p>Sufficient clinical experience which includes patient moving and handling</p> <p>Experience of delivering training to groups with multiple professions and grades</p>	<p>Experience in health & social care setting</p> <p>Experience of undertaking audits/inspections</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SKILLS	<p>Excellent verbal and written communication and presentation skills</p> <p>Good organisational skills</p> <p>Ability to work effectively as part of a wider team</p> <p>Effective interpersonal and communication skills</p> <p>The ability to travel between locations.</p>	<p>Ability to speak Welsh</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SPECIAL KNOWLEDGE	<p>Good organisational skills</p> <p>Computer literate – word processing, spreadsheets, database</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES (Demonstrable)	<p>Self-motivated and able to respond to needs.</p> <p>Strong communication</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

CAJE Reference:
RWM/2022/0168

	and organisational skills Team worker Negotiation & Advocacy skills		
OTHER (Please Specify)	Ability to travel between sites in a timely manner		Interview Document Check*

Date Prepared:	October 2022	Prepared By: Elinor Thorne
Date Reviewed:	October 2022	Reviewed By: Rachael Sykes