

## Swyddog Iechyd a Diogelwch Adeiladu

Cyfeirnod y swydd: PDPT00005W3HRE  
Lleoliad: Neuadd Y Sir, Rhuthun  
Cyflog: Gradd 8, £33,945 - £36,648  
Oriau: 37 awr yr wythnos  
Parhaol

Mae cyfle i unigolyn brwdfrydig, llawn cymhelliant i ymuno â'r tîm Dylunio ac Adeiladu.

Gan weithio'n agos gyda'r Rheolwr Iechyd a Diogelwch Adeiladu, bydd deiliad y swydd yn sicrhau bod y prosiectau adeiladu a gyflawnir gan y Cyngor yn cydymffurfio gyda phob deddfwriaeth Iechyd a Diogelwch, codau ymarfer cymeradwy a pholisïau'r Cyngor, cefnogi / ymgymryd â rôl y Prif Ddylunydd fel y diffinnir yn y rheoliadau Dylunio a Rheoli Adeiladu a chynorthwyo â rheoli a threfnu gweithgareddau Iechyd a Diogelwch o fewn Dylunio ac Adeiladu a'r Tîm Eiddo ehangach.

### Bydd yr ymgeisydd llwyddiannus yn:

Meddu ar wybodaeth eang am ddeddfwriaeth Iechyd a Diogelwch sy'n ymwneud ag adeiladu/eiddo ac arferion gorau a bydd yn llwyr ymwybodol o Ddeddfwriaeth Iechyd a Diogelwch Adeiladu.

Meddu ar y gallu i gyfathrebu'n ddiplomyyddol ac yn effeithiol gydag Aelodau, uwch-reolwyr, cleientiaid, ymgynghorwyr a chontractwyr mewn dull proffesiynol a thechnegol neu annhechnegol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Steve Hickey ar 07771518773.

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

**Dyddiad Cau: 13<sup>eg</sup> o Awst 2024**

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

## Construction Health & Safety Officer

Job reference: PDPT00005W3HRE  
Location: County Hall, Ruthin  
Salary: Grade 8, £33,945 - £36,648  
Hours: 37 per week  
Permanent

An opportunity exists for an enthusiastic, motivated individual to join the Design and Construction team.

Working closely with the Construction H&S Manager the Post holder will ensure that the delivery of construction projects undertaken by Council is in compliance with all relevant H&S legislation, approved codes of practice and the Council's policies, support / undertake the role of the Principal Designer as defined in the CDM regulation and assist with managing and organising the H&S activities within Design and Construction and the wider Property Team.

### The successful candidate will:

Have extensive knowledge of construction/property related H&S legislation & best practice and be full awareness of Construction Health and Safety Legislation.

Have the ability to communicate diplomatically and effectively with Members, senior managers, clients, consultants and contractors in a professional, technical or non-technical capacity.

If you would like to discuss any aspect of the post, please call Steve Hickey on 07771518773.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 13<sup>th</sup> August 2024**

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>Swyddog Iechyd a Diogelwch Adeiladu</b>
<b>Graddfa:</b>	<b>8</b>
<b>Gwasanaeth:</b>	<b>Gwasanaeth Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau</b>
<b>Maes Gwasanaeth:</b>	<b>Dylunio ac Adeiladu</b>
<b>Yn atebol i:</b>	<b>Rheolwr Iechyd a Diogelwch Adeiladu</b>
<b>Cyfeirnod y Swydd / Dyddiad cyhoeddi:</b>	<b>04464 / Medi 2023</b>

### Pwrpas y Swydd

- i. Cefnogi'r Rheolwr Iechyd a Diogelwch Adeiladu i sicrhau bod y gwaith cynllunio, gweithredu a darparu prosiectau sy'n berthnasol i adeiladu a gyflawnir gan neu ar ran y Cyngor yn cydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch perthnasol, codau ymarfer cymeradwy a pholisïau'r Cyngor.
- ii. Cefnogi'r Rheolwr Iechyd a Diogelwch Adeiladu i hwyluso, rheoli a chyflawni rôl y Prif Ddylunydd fel y diffinnir yn y Rheoliadau Rheoli a Dylunio Adeiladu.
- iii. Gweithio gyda thimau datblygu eiddo i gefnogi, datblygu a monitro systemau gwaith diogel.
- iv. Rhoi cyngor, cefnogaeth ac arweiniad i swyddogion o fewn y fîm Eiddo ac Asedau sy'n gyfrifol am weithgareddau adeiladu, ac i dimau y tu allan i reolaeth uniongyrchol deiliad y swydd i sicrhau y cedwir at y ddeddfwriaeth iechyd a diogelwch bresennol a bod tystiolaeth a chofnod priodol o hynny.

### Prif Gyfrifoldebau

1. Darparu cefnogaeth a chymorth i sicrhau bod yr holl brosiectau adeiladu sydd o dan reolaeth Dylunio ac Adeiladu yn cydymffurfio gyda'r ddeddfwriaeth iechyd a diogelwch berthnasol, codau ymarfer cymeradwy a pholisïau'r Cyngor.
2. Cefnogi timau darparu gwasanaeth i ddrafftio, gweithredu, monitro a chynnal polisïau newydd a phresennol, strategaethau a gweithdrefnau gweithredol ynglŷn â phob gweithgaredd sy'n ymwneud ag adeiladu ac eiddo a dyletswyddau a gweithrediadau gwasanaethau'r Cyngor yn hyn o beth.
3. Cefnogi'r Rheolwr Iechyd a Diogelwch Adeiladu i sicrhau bod cyfrifoldebau'r Cyngor o dan y Rheoliadau Dylunio a Rheoli Adeiladu yn cael eu bodloni ar bob Prosiect Adeiladu.
4. Darparu cefnogaeth broffesiynol a chyngor i'r Cyngor mewn perthynas â chydymffurfiaeth gyda deddfwriaeth iechyd a diogelwch adeiladu a goblygiadau deddfwriaethol eraill; yn cynnwys Dylunio a Rheoli Adeiladu, Diogelwch Tân a rheoli Contractwyr.

5. Paratoi gwybodaeth cyn tendr, asesu cynigion ymgynghorwyr a chontractwyr ac asesiadau risg/ datganiadau dull, cynnal a chadw data a chofnodion (gan gynnwys llawlyfrau iechyd a diogelwch) a rheoli gwybodaeth a chyfathrebu yn unol ag arferion gorau a gweinyddu contract yn effeithlon.
6. Gan weithio ochr yn ochr â'r Tîm Dylunio, darparu cefnogaeth mewn perthynas â chaffael, gwerthuso ac addaswydd contractwyr adeiladu ac ymgynghorwyr dylunio, yn enwedig o safbwynt Iechyd a Diogelwch a chymhwysedd.
7. Mewn cydweithrediad â'r Tîm Dylunio, cynnal adolygiadau dylunio a chydlynu'r holl faterion iechyd a diogelwch.
8. Cynorthwyo'r dylunwyr â sefydlu dulliau diogel ar gyfer adeiladu dyluniadau cymhleth neu anarferol a sicrhau bod hyn ar gael fel rhan o'r wybodaeth cyn adeiladu.
9. Hysbysu a chynorthwyo'r Tîm Prosiect wrth gyflawni eu dyletswyddau ym mhob cam o'r broses o dan y Rheoliadau Dylunio a Rheoli Adeiladu.
10. Sefydlu cofnod o egwyddorion a phenderfyniadau a wneir mewn perthynas â Iechyd a Diogelwch mewn astudiaethau dichonoldeb.
11. Bydd angen i chi sicrhau bod prosiectau yn cael eu cwblhau'n effeithlon ac i safon uchel yn ogystal â chwblhau llawer o ddyletswyddau eraill megis adolygu Cofrestrau Risg, adroddiadau camau a ffeiliau Iechyd a Diogelwch.
12. Ymweld â safleoedd a chynnal ymarfer gwerthuso cychwynnol i nodi peryglon presennol a chyfyngiadau safle.
13. Gweithio ar y cyd a chynnal perthynas proffil uchel gyda'r holl wasanaethau corfforaethol, gan gynnwys y Tîm Iechyd a Diogelwch Corfforaethol, gan roi cyngor a chyfarwyddyd ar faterion Iechyd a Diogelwch sy'n ymwneud ag adeiladu ac eiddo, a gweithredu newidiadau mewn polisi a gweithdrefnau pan fo angen.
14. Ymgymryd a chyflawni dyletswyddau a chyfrifoldebau eraill fel y dyrennir o dro i dro.
15. Dirprwyo ar gyfer y Rheolwr Iechyd a Diogelwch Adeiladu pan fo angen.

### **Adnoddau / Offer / Deunyddiau**

Gliniadur

Ffon Symudol

Cyfarpar Diogelu Personol Iechyd a Diogelwch – esgidiau diogelwch, fffis, siaced a gwasgod lachar, het galed, amddiffynnwr llygaid, amddiffynwyr clustiau, masgiau wyneb, oferôls y gellir eu taflu

Deunyddiau Safle Iechyd a Diogelwch – hylif glanhau, hancesi gwlyb, rôl tywel

Offer Mesur Safle – tapiâu digidol a thapiâu mesur

Offer Mynediad Safle

## Goruchwylio / Rheoli Pobl

Rheolaeth uniongyrchol o gontractwyr / ymgynghorwyr dan gontract gan gynnwys Prif Ddylunwyr, Cyngorwyr Dylunio a Rheoli Adeiladu a chontractwyr sydd ynghlwm â phrosiectau adeiladu a dymchwel, strwythurau peryglus, gwaith diogelwch a gweithredoedd perthnasol eraill.

## Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Mae'n rhaid i deiliad y swydd feddu ar dystysgrif Adeiladu NEBOSH fel gofyniad sylfaenol neu gyfwerth mewn lechyd a Diogelwch Galwedigaethol gyda phrofiad sylweddol ar ôl cymhwyso.

Mae meddu ar brofiad sylweddol o'r broses ddylunio, gweithgareddau adeiladu, rheoli prosiect a Rheolaeth lechyd a Diogelwch yn hanfodol.

Mae gallu trafod a chyfathrebu'n ddiplomyddol ac yn effeithiol gydag uwch reolwyr, gweision sifil, ymgynghorwyr a chyrrff technegol ac annhechnegol mewn rhinwedd proffesiynol yn hanfodol.

Mae'n rhaid meddu ar wybodaeth ymarferol dda o bolisiau a gweithdrefnau perthnasol, yn cynnwys deddfwriaeth statudol megis deddfwriaeth lechyd a Diogelwch yn y Gwaith a phob deddfwriaeth lechyd a Diogelwch sy'n ymwneud ag adeiladu, gyda'r gallu i ddehongli a gweithredu'r rheoliadau hyn.

Dylai deiliad y swydd fod â ffocws gryf ar y cwsmer.

Dylai deiliad y swydd fod â chofnod o Ddatblygiad Proffesiynol Parhaus.

Mae'n rhaid bod gan deiliad y swydd empathi gyda'r Gymraeg a diwylliant Cymru.

## Amodau Gwaith Arbennig

Bydd deiliad y swydd yn ymweld ag ystod o adeiladau a safleoedd y Cyngor ac yn mynd i ardaloedd sydd ar gau i'r cyhoedd a defnyddwyr cyffredinol yr adeiladau e.e. ystafelloedd offer, ardaloedd gwasanaeth, gofod y nenfwd, gofodau to, sianeli tanddaearol, ffosydd, gofodau cyfyng ac ati, lle gallech brofi sŵn canolig i uchel, oerfel a gwres. Bydd deiliad y rôl hefyd yn dod i gysylltiad â deunyddiau a allai fod yn niweidiol a bydd dillad amddiffynnol, offer a hyfforddiant yn cael eu darparu ar gyfer hynny.

Mynychu cyfarfodydd nos achlysurol fel cynrychiolydd swyddogol yr Awdurdod.

Gofynion gweithio o bell / gweithwyr sy'n gweithio ar eu pen eu hunain yn achlysurol.

## Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; 2 eirida boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal

caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

### **Gweledigaeth / Cyd-destun**

Mae hon yn swydd bwysig o fewn y Tîm Dylunio ac Adeiladu, gyda chyfrifoldeb am gefnogi'r Rheolwr Iechyd a Diogelwch Adeiladu i sicrhau bod rhaglen adeiladu cyfalaf yr Awdurdod yn cael ei chyflawni mewn modd sy'n ddiogel ac yn cydymffurfio; yn unol â safonau'r diwydiant ac arferion gorau.

Mae'r swydd yn gofyn am ddealltwriaeth da o'r materion proffesiynol sy'n gysylltiedig â swyddogaeth Iechyd a Diogelwch Adeiladu o fewn gwasanaeth amlddisgyblaethol.

Mae bodlonrwydd cleientiaid â'r gwasanaeth yn cynyddu trwy ddarparu cynllunio a chaffael prosiectau o safon uchel, arloesol a chynaliadwy o fewn terfynau cyllideb a rhaglen, ac fel a gyfarwyddwyd. Mae hon yn swydd allweddol ar gyfer yr adran a bydd disgwyl i ddeiliad y swydd ddarparu arbenigedd technegol ar draws yr holl broses ddylunio.

## CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweild am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

<b>Teitl y Swydd:</b>	<b>Swyddog Iechyd a Diogelwch Adeiladu</b>		
<b>Gwasanaeth:</b>	<b>Gwasanaeth Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau</b>		
<b>Graddfa:</b>	<b>8</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen Gais / Cyfweiliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	Tystysgrif Adeiladu NEBOSH fel gofyniad sylfaenol neu gyfwerth mewn Iechyd a Diogelwch Galwedigaethol gyda phrofiad sylweddol ar ôl cymhwyso	Cymhwyster lefel gradd  Aelodaeth o IOSH ar Lefel TechIOSH	Ffurflen Gais / Cyfweiliad
<b>2. PROFIAD PERTHNASOL</b>	Profiad o'r broses ddylunio, gweithgareddau adeiladu, rheoli prosiect a Rheolaeth Iechyd a Diogelwch  Profiad o Iechyd a Diogelwch ar safle adeiladu	Profiad o reoli systemau gwybodaeth	Ffurflen Gais / Cyfweiliad
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Gwybodaeth o systemau a phrosesau adeiladu  Gwybodaeth am ddeddfwriaeth Iechyd a Diogelwch sy'n gysylltiedig ag adeiladu / eiddo ac arferion gorau  Ymwybyddiaeth dda o reoliadau Dylunio a Rheoli Adeiladu a sut i'w rhoi ar waith.  Gallu trafod a chyfathrebu'n ddiplomyddol ac yn effeithiol gydag uwch		Ffurflen Gais / Cyfweiliad

	reolwyr, gweision sifil, ymgynghorwyr a chyrrff technegol ac annhechnegol mewn rhinwedd proffesiynol.		
<b>4. NODWEDDION PERSONOL</b>	<p>Sgiliau cyfathrebu ardderchog, gyda ffocws cryf ar y cwsmer</p> <p>Gallu defnyddio a gorfodi polisi yn hyderus</p> <p>Sgiliau cyfathrebu da yn ysgrifenedig ac ar lafar</p> <p>Gallu gweithio o dan bwysau yn ôl terfynau amser</p>	<p>Sgiliau rhyngpersonol da</p> <p>Sgiliau rheoli perfformiad</p>	Ffurflen Gais / Cyfweliad
<b>5. GOFYNION ERAILL</b>	<p>Trwydded yrru lawn a mynediad i gerbyd addas i'r ffordd fawr gydag yswiriant addas.</p> <p>Empathi ac ymwybyddiaeth o iaith a diwylliant Cymru</p>	Rhugl yn y Gymraeg	Ffurflen Gais / Cyfweliad

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Construction Health &amp; Safety Officer</b>
<b>Grade:</b>	<b>8</b>
<b>Service:</b>	<b>Corporate Support Service: Performance, Digital and Assets</b>
<b>Service Area:</b>	<b>Design and Construction</b>
<b>Responsible to:</b>	<b>Construction Health &amp; Safety Manager</b>
<b>Job ID Number / Date Issued:</b>	<b>04464 / Sept 2023</b>

### Job Purpose

i. Support the Construction H&S Manager to ensure that the planning, implementation and delivery of construction related projects undertaken by or on behalf of the Council is in compliance with all relevant health and safety legislation, approved codes of practice and the Council's policies.

Support the Construction H&S Manager to facilitate, manage and undertake the role of the Principal Designer as defined in the Construction Design & Management Regulations.

Working with property development teams, support, develop and monitor safe systems of work.

Provide advice, support and guidance to officers within the Property and Assets team responsible for construction activities, and to teams outside the post holder's direct management control to ensure compliance with current health and safety legislation is achieved and is properly evidenced and recorded.

### Principal Accountabilities and Responsibilities

1. Provide support and assistance to ensure that all construction projects under the management of Design and Construction are compliant with all relevant health and safety legislation, approved codes of practice and the Council's policies.
2. To support service delivery teams in drafting, implementing, monitoring and maintaining new and existing policies, strategies and operational procedures regarding all construction and property related activities and the duties and operations of the Council's services in this respect.
3. Support the Construction H&S Manager in ensuring the responsibilities of the Council under the CDM Regulations are met on all Construction Projects.
4. Provide professional support and advice to the Council with regard to compliance with construction H&S Legislation and other legislative obligations; including Construction Design and Management, Fire Safety and the Control of Contractors.



5. The preparation of pre-tender information, assessment of consultants and contractor's proposals & risk assessments/method statements, maintenance of data and records (including health & safety manuals) and manage information and communications in line with best practice and efficient contract administration.
6. Working alongside the Design Team, provide support on the procurement, evaluation and suitability of building contractors and design consultants, specifically from a Health and Safety and competency perspective.
7. In collaboration with the Design Team, carrying out design reviews and co-ordinate all health and safety matters.
8. Assist the designers in establishing safe methods for construction of unusual or complex designs and making this available as part of the pre-construction information
9. Informing and assisting the Project Team in discharging their duties at each stage of the process under the CDM Regulations
10. Establishing a record of principles and decisions taken in relation to Health and Safety in feasibility studies
11. You will be required to ensure that all projects are completed efficiently and to a high standard as well as numerous other duties such as reviewing Risk Registers, Stage reports and Health and Safety files
12. Visiting sites and carrying out an initial appraisal to establish existing hazards and site restrictions
13. To work in liaison with and maintain a high profile relationship with all corporate services, including the Corporate Health & Safety Team, providing advice and guidance on construction and property related health & safety matters and implementing changes in policy and procedures where required.
14. To undertake and fulfil other duties and responsibilities from time to time.
15. Deputise for the Construction H&S Manager when required.

**Resources/Equipment/Material**

Laptop  
 Mobile Phone  
 Health and Safety Personal Protective Equipment – safety footwear, fleece, high visibility jacket and waistcoat, hard hat, eye protection, ear protection, face masks, disposable overalls  
 Health and Safety Site Materials – cleaning fluid, wet wipes, towel roll  
 Site Measuring Equipment – digital and measuring tapes  
 Site Access Equipment

**Supervision/Management of People**

Direct management of contracted consultants / contractors including Principal Designers, CDM Advisors and contractors involved in construction and demolition projects, dangerous structures, safety works and other related operations.

**Knowledge, Skills, Training and Experience**

The post holder must hold the NEBOSH Construction certificate as a minimum or equivalent in Occupational Health and Safety with significant post qualification experience.

Significant experience of the design process, construction activities, project management and H&S management is essential.

The ability to negotiate and communicate diplomatically and effectively with senior managers, civil servants, consultants, technical and non-technical bodies in a professional capacity is essential.

Must have a good working knowledge of relevant policies and procedures including statutory legislation such as H&S at Work legislation and all construction related H&S legislation with the ability to interpret and implement these regulations

The post-holder should have a strong customer focus.

The post-holder should have a record of Continuing Professional Development (CPD).

The post-holder must have an empathy with the language and culture of Wales.

**Special Working Conditions**

The post holder will visit a range of Council buildings and sites and access areas not open to the public or general building users e.g. plant rooms, service areas, ceiling voids, roof spaces, underground ducts, trenches, confined spaces etc, where some moderate to high noise, cold and heat may be experienced. The role will also involve contact with potentially harmful materials for which protective clothing, equipment and training will be provided. Occasional evening meetings as an official representative of the Authority.

Occasional remote / lone worker requirements.

**Employment Checks/ Specific Requirements**

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

### **Vision/Context**

This is an important position within the Design and Construction Team with responsibility for supporting the Construction H&S Manager in ensuring the Authority's capital construction programme is delivered in a safe and compliant manner; in accordance with industry standards and best practise.

The post requires a good understanding of the professional issues associated with the Construction Health and Safety function of a multi-disciplinary service.

The service achieves increasingly high client satisfaction through delivering high quality, innovative and sustainable design and project procurement on budget, on programme, and as briefed. This is a key post for the section and the post holder will be expected to provide technical expertise across the whole design process.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b>	<b>Construction Health and Safety Officer</b>		
<b>Service</b>	<b>Performance, Digital and Assets</b>		
<b>Grade:</b>	<b>8</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	NEBOSH Construction certificate as a minimum or equivalent in Occupational Health and Safety with significant post qualification experience.	Degree level qualification.  Membership of IOSH at TechIOSH Level.	AF
<b>2. RELEVANT EXPERIENCE</b>	Experience of the design process, construction activities, project management and H&S management.  Construction site H&S experience.	Experience of managing information systems.	AF / IV
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	Knowledge of construction systems and processes.  Knowledge of construction/property related H&S legislation & best practice.  Good awareness of the CDM regulations and their application.  The ability to negotiate and communicate diplomatically and effectively with senior managers, civil servants,		AF / IV

	consultants, technical and non-technical bodies in a professional capacity.		
<b>4. PERSONAL QUALITIES</b>	<p>Strong customer focus and communication skills.</p> <p>The ability to confidently apply and enforce policy.</p> <p>Good written &amp; verbal communication skills.</p> <p>Ability to work under pressure to deadlines.</p>	<p>Good interpersonal skills.</p> <p>Performance management skills.</p>	AF / IV
<b>5. OTHER REQUIREMENTS</b>	<p>Full driving license and access to a roadworthy vehicle with suitable insurance.</p> <p>Empathy and awareness of Welsh language and culture.</p>	Fluent in Welsh Language.	AF