



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Assistant
Health & Safety Officer**

Information for Candidates

February, 2023

1. The Position

The Council are seeking applications from suitably qualified candidates with relevant Health & Safety experience for the position of Assistant Health & Safety Officer.

It is proposed to form a panel of qualified candidates from which any vacancies permanent or temporary which may arise will be filled during the lifetime of the panel.

The Assistant Health & Safety Officer will report directly to the relevant Health & Safety Officer, or such person as may be assigned from time to time by Donegal County Council.

The Assistant Health and Safety Officer will provide technical, managerial and administrative support across all Local Authority service areas and may be required to liaise with external agencies and support the process of promoting Health & Safety.

The Assistant Health and Safety Officer will be responsible for the efficient management of their prescribed work area and will fulfil the duties of the office in accordance with Donegal County Council's Occupational Health and Safety Management System. The role will be commensurate with the level and grading of this post in a comparative manner to other posts at this level across the organisation. The holder of the post will perform other such duties, as appropriate to the post from time to time or as required by the Chief Executive. If required, the holder of the post may act for an employee of a higher level.

The duties and responsibilities listed below are indicative rather than exhaustive and are to be carried out under general supervision. Persons appointed will be required to work in any location within the Donegal County Council administrative area. In addition, persons appointed may be assigned to a county wide function across a range of Directorates or to a specific directorate or a combination of both. The assignment could change from time to time.

2. Duties and Responsibilities

- Assist the Health and Safety Officers with the administrative management of Donegal County Council's Safety Management System.
- Actively promote a positive safety culture that encourages safe and healthy work practices throughout Donegal County Council.
- Assist the Health and Safety Officers with the administrative management of the Safety Monitoring Committee and Safety Representative Committee by preparing concise reports, as and when required.
- Work closely with management and staff to ensure compliance with the requirements of relevant Health, Safety and Welfare Legislation.
- Support and if necessary, assist line management and staff to prepare, review and communicate site specific risk assessments, including the identification of appropriate control measures.
- Develop and review, in conjunction with line management, safe working practices, safe systems of work and method statements
- Carry out regular Health and safety inspections, record findings and monitor compliance with corrective and preventative actions to proactively ensure that safe work practices, policies and procedures are properly implemented.
- Attend safety meetings as required, including Directorate Safety Committees, Safety Team Meetings, Specific Safety meetings, Safety Monitoring Committee meetings and Safety Representatives meetings.
- Liaise with safety representatives and provide guidance, advice, and support to them, as required.
- Assist Line Management in assessing the training needs of staff in conjunction with the training department and attend training sub-group meetings.
- Assist with the investigation of incidents, dangerous occurrences and near misses as appropriate and make recommendations for corrective actions.
- Maintain records of incidents and dangerous occurrences and near misses on the Incident data base and notify the Health and Safety Authority, where appropriate.

- Keep up to date with legislation, Code of Practices, Guidelines and Standards to ensure awareness of new and pending legislation.
- Develop and maintain, in conjunction with line management, emergency preparedness and response procedures.
- Support line management in carrying out their health and safety responsibilities and ensure that they are familiar with their obligations under health and safety legislation and with the Council's Safety Management System.
- Review and update relevant ancillary safety statements.
- Review and make recommendations or comment on documents prepared by contractors with a view to determining compliance and adequacy of safety measures.

3. Qualifications

The qualifications for the position of Assistant Health & Safety Officer shall be as set out below:

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

(c) Education, Experience

Each candidate must, on the latest date for receipt of completed application forms shall:

- (i)** Hold a degree (level 8 on the National Framework of Qualifications) in Health and Safety **Or** in Engineering, Architecture, and/or Science, with a diploma in Health and Safety
- (ii)** Have satisfactory knowledge of the following:

 - Effective communications and liaison with officials from the regulatory authorities,
 - The management of risks from fire such as fire prevention and the carrying out of fire drills,
 - Risk management in relation to hazardous substances and occupational diseases,
 - Providing the required input for health and safety related training course/s and manuals for the organization,
 - Understanding of Local Government, and the construction industry,
 - Health and Safety legislation, statutory requirements, their implications for the workplace, and an appreciation of the legal process,
- (iii)** Have at least 3 years satisfactory relevant experience, including adequate experience in the areas specified below:

 - The management of an appropriate audit process,
 - Planning practical and effective methods, both preventative and remedial, of promoting work practices that comply with health and safety requirements,
 - Of working with committees,
 - The preparation and regular revision of Health and Safety statements and strategies,
 - Staff supervision, and relevant administration,
 - Maintaining accurate records, particularly of inspection findings, of incidents and accidents, and the preparation of reports, and statistical data required by management and the H.S.A.,

- The regular review of work methods and processes, which identify and take account of all relevant hazards,
 - Supporting line managers in the preparation, implementation, and regular review of safety related documentation including risk assessments, including advising on how risks can be reduced,
 - Operating a safety management system.
- (iv)** Possess a full, clean driving licence.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Assistant Health & Safety Officer.

(b) Probation

Successful candidates shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

(c) Remuneration

The current annual salary-scale is €42,135 minimum to max LSI2 €65,919.
(as per Circular EL 05/2022).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

(d) Base

The base for the post shall be as determined by the Council.

The role of Health & Safety Officer may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:
www.donegalcoco.ie