

Swydd ddisgrifiad

Teitl y swydd:	Swyddog Iechyd, Diogelwch a'r Amgylchedd (SHE)
Lleoliad:	Ledled y Grŵp
Cyflog:	Graddfa 7 - 8
Yn atebol i:	Rheolwr Diogelwch, Iechyd a'r Amgylchedd (SHE)
Cyd-destun:	
<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>	
Pwrpas	
<p>Cynnig cyngor mewn modd rhagweithiol ar sut i sicrhau bod y perfformiad SHE yn cyrraedd y chwarel uchaf. Cyngori'r Grŵp ar bob agwedd yn ymwneud â chydymffurfiaid â SHE. Cefnogi diwylliant SHE cryf, sy'n gwella'n barhaus a sicrhau y cydymffurfir â deddfwriaeth, gofynion asiantaethau allanol a pholisïau a gweithdrefnau'r Grŵp - gan weithio gyda rhanddeiliaid allweddol eraill.</p>	
Cyfrifoldebau:	
<ol style="list-style-type: none"> 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; 2. Bod yn aelod effeithiol o'r tîm Iechyd, Diogelwch a'r Amgylchedd gan sicrhau y darperir gwasanaeth cefnogi mewnol o'r radd flaenaf. 3. Cynllunio a chynnal rhaglen o arolygiadau ac archwiliadau SHE a nodi a gweithredu ar unrhyw gamau unioni angenrheidiol; 4. Darparu cynllun gwaith blynyddol a pharhaus sy'n amlinellu amcanion a chyflawniadau ar gyfer gweithgareddau addysgu, dysgu a chefnogi cynlluniedig a rheolaidd; 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; 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; 7. Cyfathrebu a hybu cysylltiadau ag asiantaethau allanol, arbenigwyr a gweithwyr SHE colegau eraill; 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 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;

10. Cynnig cefnogaeth gyda gwaith monitro hylendid galwedigaethol a darparu hyfforddiant / profi RPE pan fo angen
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 argymhell 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 argymhell newidiadau i GLIM yn ôl yr angen; Rhannu gwybodaeth am reoliadau newydd, polisiau 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 bolisiau 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:

1. Tueddiadau cadarnhaol o ran lleihau'r enghreifftiau o ddiffyg cydymffurfio;;
2. Tueddiadau cadarnhaol o ran lleihau nifer damweiniau a digwyddiadau;
3. Tuedd cadarnhaol o ran canlyniadau archwilio boddhaol;
4. Gweithredu effeithiol yn dilyn digwyddiadau, damweiniau, ymarferion ac asesiadau;;
5. "Sgôr" boddhad cwsmeriaid (sgôr flynyddol o foddhad y bobl a gynghorir);
6. Canlyniadau yn erbyn cynlluniau'r flwyddyn (ymarferion, archwiliadau, cyrsiau ac ati);

Meini prawf hanfodol - Hyfforddiant a chymwysterau:

1. Diploma neu Radd ym maes lechyd a Diogelwch neu gymhwyster cyfwerth;
2. Aelod o IOSH (Institution of Occupational Safety & Health);

Meini prawf hanfodol - Profiad:

1. Gwybodaeth a phrofiad mewn swydd broffesiynol ym maes lechyd a Diogelwch. Gallu cymhwysu gwybodaeth, sgiliau a phrofiad i sicrhau cydymffurfiad â gofynion polisiau a deddfwriaethau, i sefydlu diwylliant diogelwch cadarnhaol ac i ddarparu sicrwydd;
2. Profiad o gefnogi'r gwaith o ddatblygu polisiau / safonau a lledaenu gwybodaeth am eu cynnwys;
3. Profiad o ddarparu cyngor ac arweiniad arbenigol i uwch reolwyr a rhanddeiliaid mewnol / allanol i gefnogi'r gwaith o wneud penderfyniadau;
4. Gallu gweithio'n effeithiol mewn amgylchedd lle ceir rheoliadau a gweithdrefnau cymhleth (e.e. rheoliadau lechyd a Diogelwch);
5. Profiad a gwybodaeth ym maes rheoli lechyd a diogelwch, yn cynnwys cyflwyno adroddiadau ar archwiliadau a pherfformiad yng nghyd-destun systemau rheoli;

6. Profiad o ddefnyddio systemau rheoli iechyd a diogelwch ar-lein fel eDdysgu neu systemau adrodd ar ddigwyddiadau;

Meini prawf hanfodol - Sgiliau a gwybodaeth:

1. Sgiliau rhyngpersonol 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;
2. Sgiliau cyfathrebu cryf
3. Gallu bod yn rhan effeithiol o dîm SHE;
4. Y gallu a'r parodrwydd i herio a mynd i'r afael ag enghreifftiau o ddiffyg cydymffurfio;
5. Gallu gweithio gydag asiantaethau allanol ac Arolygiaethau mewn modd proffesiynol;
6. Gallu defnyddio rhaglenni TG yn fedrus a hyderus, yn cynnwys taenlenni, cronfeydd data a rhaglenni prosesu geiriau;
7. Gallu rheoli amser i gyrraedd targedau;
8. Gallu gweithio i amserlenni tynn;
9. Gallu gweithio ar eich liwt eich hun ac ysgwyddo cyfrifoldebau am gyflwyno cynlluniau gwaith ac amserlenni;
10. Gallu gweithio'n unol â safonau / ffiniau proffesiynol;
11. Gallu dehongli a chynnig arweiniad i uwch reolwyr ar sut i ymateb yn briodol i faterion SHE;
12. Ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun;
13. Gallu rhoi sylw gofalus i fanylion;
14. Mae trwydded yrru dilys yn hanfodol ar gyfer y rôl hon.

Gofynion o ran y Gymraeg:

Mae'r gallu i siarad ac ysgrifennu Cymraeg yn **hanfodol**
Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg;

Meini prawf dymunol:

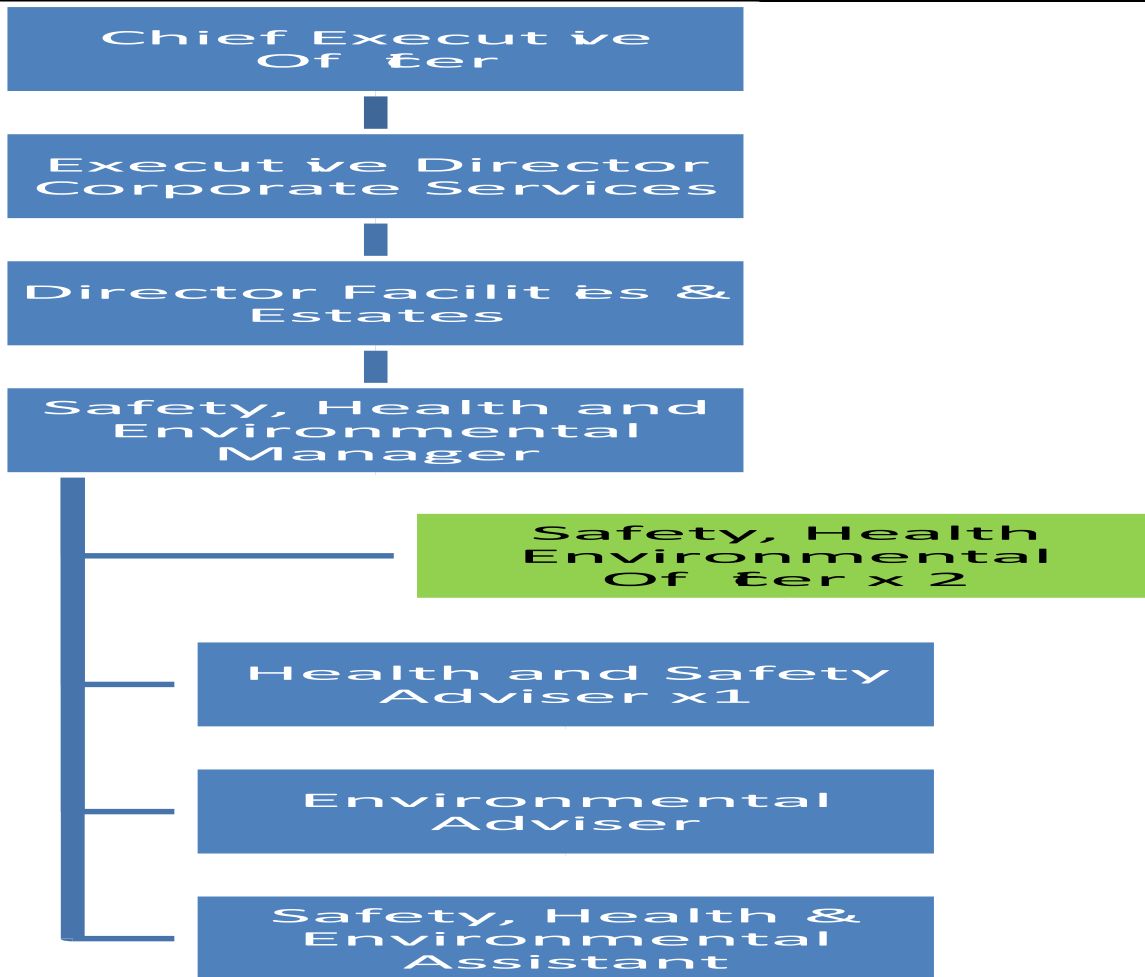
1. Gradd mewn pwnc perthnasol
2. Cymhwyster archwilio;
3. Tystysgrif mewn Rheolaeth Amgylcheddol;
4. Profiad o:
 1. Sefydliadau addysgol;
 2. Amgylcheddau Amaethyddol / Coedwigaeth;
 3. Amgylcheddau Arlwygo;
 4. Hylendid Bwyd (HACCP);

5. Amgylchedd gweithdy;
6. Amgylchedd Addysg Awyr Agored;
7. Technegau dadansoddi gwraidd y broblem;
8. Delio â chyrff rheoleiddio mewn gwahanol fathau o sefydliadau ar amrywiol lefelau. (Yr Awdurdod Gweithredol Iechyd a Diogelwch, Awdurdodau Lleol) Y gwasanaeth Tân ac Achub;
9. Prosesau diogelwch rheoli contractwyr;
10. Systemau rheoli gwastraff a gofynion trwyddedu;
11. Prosesau rheoli asbestos;
12. Systemau gwaith diogel / Systemau trwyddedu;
13. Darparu / datblygu hyfforddiant staff
14. Defnyddio meddalwedd arbenigol (I.Auditor, Evolve neu rai tebyg)
15. Gallu defnyddio a chynnal a chadw systemau cyfrifiadurol megis EVOLVE, EOA ac I Auditor. Rhaid cyflawni hyn yn ystod y flwyddyn gyntaf
16. Gallu ysgrifennu adroddiadau cynnydd
17. Gallu cyflwyno canfyddiadau i staff uwch;

Gwybodaeth arall:

1. Er ei bod wedi'i lleoli ar safle penodol, mae'r swydd yn gofyn i chi deithio ledled y Grŵp i safleoedd eraill. Felly mae'n hanfodol eich bod yn gallu gwneud trefniadau teithio hyblyg;
2. Gan fod galwadau'r swydd mor ddynamig, bydd yn ofynnol i chi gefnogi'r Rheolwr SHE gyda dyletswyddau sy'n addas i'ch gradd, eich sgiliau a'ch profiad;

Y siart trefniadol:



Wedi ei baratog:	Lisa Fowlie
Awdurdodwyd gan:	Kath Coughlin
Dyddiad:	7/9/21

Job description

Job title:	Safety, Health & Environmental Officer (SHE)
Location:	Across the Grŵp
Salary:	Scale 7 – 8
Reporting to:	Safety, Health and Environmental (SHE) Manager
Context:	
<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>	
Purpose	
<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>	
Accountabilities:	
<ol style="list-style-type: none"> 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; 2. Work as an effective team member of Safety, Health and Environmental Team to ensure a first class internal support service is provided. 3. To plan and undertake a schedule of SHE inspections and audits and identify and follow through any corrective actions required; 4. Provide an annual and ongoing work plan that outlines objectives and deliverables for planned and recurring teaching, learning and support activities; 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; 6. Attend College Safety, Health & Environment Committees as required and to provide relevant information on provision including preparation of papers and reports for discussion, review and action. 7. Communicate and promote links with external agencies, experts and other College SHE practitioners; 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; 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; 10. Provide support with occupational hygiene monitoring and to provide training / face fit testing of RPE where required; 	

11. Provide appropriate professional advice in relation to capital projects, campus developments and 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:

1. Positive trends in the number of non-compliances;
2. Positive trends in the number of accidents and incidents;
3. Positive trend in satisfactory Audit results;
4. Effective follow up on incidents, accidents, drills and assessments;
5. “Customer” satisfaction score (yearly short score of satisfaction of people advised);
6. Results versus plans for the year (drills, audits, courses, etc.);

Essential criteria – Training and qualifications:

1. Diploma or Degree in Health and Safety or equivalent;
2. Membership of the Institution of Occupational Safety and Health (IOSH);

Essential criteria – Experience:

1. 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;
2. Experience of supporting development and dissemination of policies/ standards;
3. Experience of providing expert advice and guidance to senior managers and internal/ external stakeholders to support decision making;
4. Working effectively in an environment of complex regulations and procedures (e.g. Health, Safety regulations);
5. Knowledge and experience in health and safety management including auditing and performance reporting aligned with management systems;
6. Experience of the use of online health and safety management systems such as eLearning or incident reporting systems;

Essential criteria – Skills and knowledge:

1. High standard of interpersonal and influencing skills and ability to work with a wide variety of staff at all levels to act as a role model and a change agent;
2. Strong communication skills

3. Ability to work effectively within the SHE team;
4. Ability and willingness to challenge and address issues of non-compliance;
5. Ability to work with external agencies and Inspectorates in a professional manner;
6. Competent user of IT applications including, use of spreadsheets, database and word- processing;
7. Ability to manage working time to meet targets;
8. Ability to work to tight deadlines;
9. Ability to work on own initiative and take responsibility for delivering to work plans and deadlines;
10. Ability to work within professional standards / boundaries;
11. Interpret and offer guidance to senior managers on appropriate SHE responses required;
12. Committed to own professional development;
13. Close attention to detail;
14. Valid Driving licence is essential for this role.

Welsh requirements:

Spoken and written Welsh is **Essential**

The ability to communicate effectively through the medium of Welsh and English;

Desirable criteria:

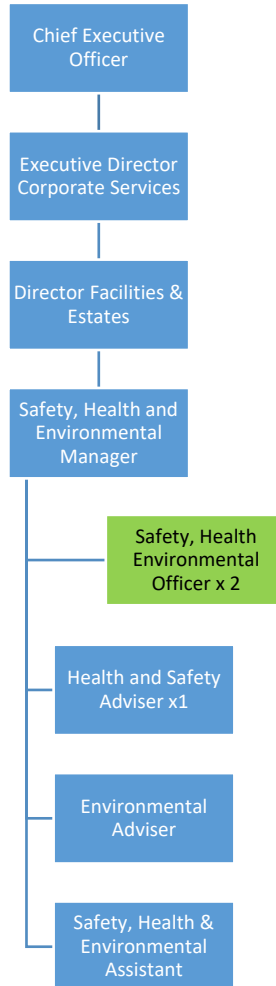
1. Degree in a relevant subject.
2. Auditing qualification;
3. Certificate in Environmental management;
4. Experience of:
 1. Educational establishments;
 2. Agricultural / Forestry environments;
 3. Catering Environments;
 4. Food Hygiene (HACCP);
 5. Workshop environments;
 6. Outdoor Education environments;
 7. Root Cause analysis techniques;
 8. Dealing with regulatory bodies within different types of institutions at various levels. (HSE, Local Authorities) Fire & Rescue Service;
 9. Contractor Management safety processes;
 10. Waste management systems and licensing requirements;
 11. Asbestos management processes;
 12. Safe systems of work / Permit Systems;
 13. Providing / developing staff training
 14. Use of specialist software packages (I.Auditor, Evolve or similar)
 15. Ability to operate and maintain computer systems such as EVOLVE, EOA and I Auditor. This needs to be achieved in the first year
 16. Ability to write progress reports

17. Ability to present findings to senior staff;

Other information:

1. Although the role will be based in specific location, the role will require travel across the Grwp to other College sites. Access to appropriate travel arrangements is therefore essential.
2. As the demands placed upon this role are so dynamic, there will be a requirement to support the SHE Manager with other duties commensurate with this roles grade, skills and experience;

Organisation chart:



Prepared by: Lisa Fowlie

Authorised by: Kath Coughlin

Dated: 7/9/21

