

Job Description and Person Specification

Job Details	
Job Title	Health & Safety Policy Officer
Hours of work	1.0 FTE
Contract	Permanent
Line manager	Director of Industrial Strategy & Member Relations
Accountable to lead:	Director of Industrial Strategy & Member Relations
Place of Work	This role may be based from home or head office (London) and travel will be required throughout the UK.
Grade	D1 – £52,009 plus home working allowance £888 per annum OR £5688 London Allowance (dependent on base. Currently based from home due to Covid19)
Information about the Society	<p>The Society and College of Radiographers (SCoR) are two separate companies operating together to provide service and support for those involved in radiography. Together they comprise the professional body and trade union for those practicing in medical imaging and radiotherapy.</p> <p>The Society is a trade union affiliated to the TUC with approximately 30,000 members. The College is a charitable body registered in England and Scotland.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of medical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly in the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>
Purpose of Job	This is a senior position working as part of the Society of Radiographers (SoR) Trade Union and Industrial Relations team. The successful post holder will be educated to degree level and hold a TUC Diploma in Occupational Health and Safety and/ or a NEBOSH relevant Health and Safety qualification. The role involves supporting and influencing Members of the Society of Radiographers, Trade Union Congress, Health and Safety Executive, Government ministers and political parties to seek to improve safety at work and to challenge poor and inappropriate policy development in this field.
Key Relationships	As a member of the TUIR team with key relationships to support Union Safety Reps, Health and Safety Forum, Health and Safety Training Programme and liaise with the P&E team.
Internal	Director of Industrial Strategy & Member Relations Director of Professional Policy Professional & Education Manager Professional Officers Regional Officers
External	TUC, Social Partnership Forum, Health, Safety and Wellbeing Partnership Group, HSE, other union health and safety officers, All Party Parliamentary Group on Occupational Health and Safety

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Main Duties and Responsibilities

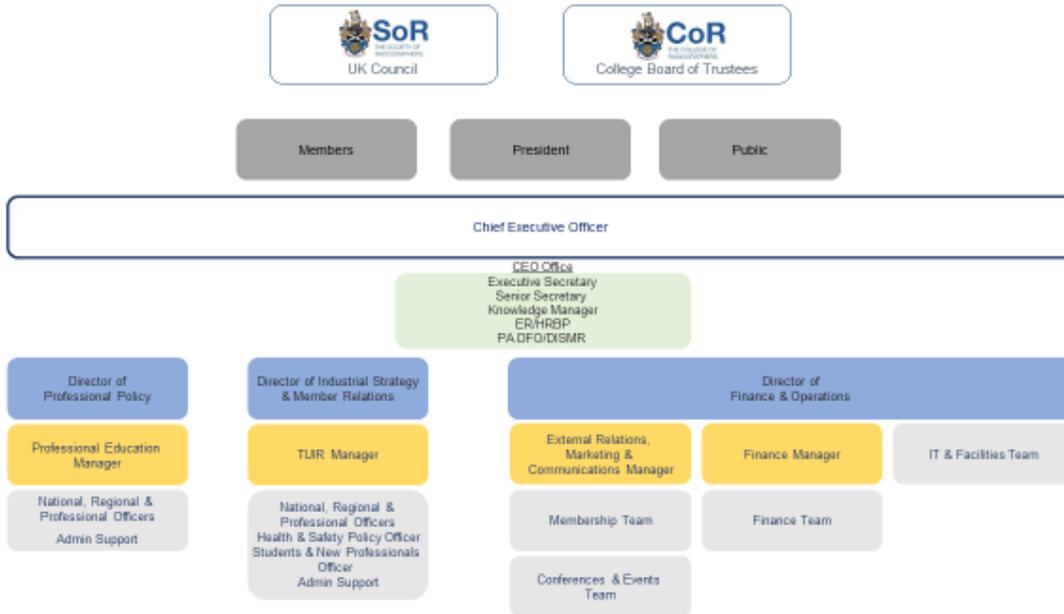
1. Provide advice and guidance on Health and Safety to members, colleagues, UK Council and external organizations and relevant bodies.
2. To contribute effectively to the development, dissemination and implementation of policy, with guidance, that strengthens and targets member's ability to respond to changes in workplace safety.
3. Develop, organise and deliver regional H&S representatives training. Ensure such training is current by fully researching H&S issues that impact on SoR member's health and welfare.
4. Provide assistance as appropriate to other National and Regional Officer colleagues to promote safety awareness and the work of the SoR.
5. Provide support for the SoR Health and Safety forum and promote the work of this body with members and externally with the Trade Union Congress, other unions and the Health and Safety Executive.
6. Interact and develop good working relationships with a wide variety of external organisations and bodies across the UK. In particular with employers, the Health and Safety Executive/Trade Union Congress, voluntary and pressure groups concerned with the development of safe working practice.
7. Under the direction and guidance of the Director of Industrial Strategy and Member Relations provide written reports for UK Council and officers as appropriate on Public Sector health and safety policy.
8. Manage the submissions and development of the legal service we provide to members who are injured at work under the direction of the Director of Industrial Strategy and Member Relations.
9. Assist in the implementation of successful Annual Delegates Conference motions as required by UK Council.
10. Organise, attend and speak at SoR events on health and safety matters as appropriate.
11. Contribute, manage and develop SoR campaigning on H&S issues.
12. Undertake other duties that may be appropriate within the areas of responsibility of the post and in accordance with the policies and procedures of the SoR and in ways that are aligned to and demonstrate our values.

Additional Notes and Changes

This is a description of the role, as it is presently constituted. It is the practice of the Society and College to examine job descriptions from time to time and to update them to ensure they relate to the role as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you.

The Society and College aims to reach agreement on changes, but if an agreement is not possible, the Society and College reserves the right to insist on changes to your job description, after consultation with you.

Skills /Experience required	Essential	Desirable	Evidenced by (Application form, test, interview etc.)
1. Degree level equivalent with a further qualification in health and safety – e.g. either a TUC Health and Safety Diploma or a NEBOSH qualification	✓		Application form Interview
2. Experience in the promotion of Health and Safety in the work place and at National level.	✓		Application form; References; Interview
3. Awareness of current political events related to Health and Safety policy, and how these might impact upon radiography professionals.		✓	Interview
4. An ability to analyse complex issues and compose plain language copy for members and others	✓		Interview
5. Knowledge of legal frameworks for Health and safety and the law on injuries at work	✓		Application form Interview
6. Evidence of involvement in developing campaigns and public speaking		✓	Application form/interview
7. Experience of involvement and the production of education programmes and materials for lay members and the delivery of training		✓	Application form/interview
8. Excellent oral and written communication skills	✓		Application form/interview
9. Excellent presentation/public speaking skills	✓		interview
10. Ability to work effectively and to tight deadlines, with strong attention to detail	✓		interview
11. Ability to prioritise workload appropriately, yet be flexible to accommodate changing priorities and needs	✓		interview
12. Ability to translate ideas, concepts and evidence from a wide variety of sources into clear, concise and appropriate policy statements or reports	✓		interview
13. Ability to work effectively as a team member, to lead a team as necessary, and to establish and maintain good working relationships internally and externally	✓		interview
14. Ability to effectively develop external networks	✓		interview



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