



JOB TITLE: Development officer

REPORTING TO: SHEQ Manager

HOURS: 38 hours per week

SALARY: £31,194 - £33,289

MON CF MISSION STATEMENT AND VISION

- To be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey.

POST OUTLINE:

The Development Officer plays a critical role in supporting the Safety, Health, Environment, and Quality (SHEQ) management system within Mon CF. They will work closely with the SHEQ Manager to ensure compliance with relevant regulations, standards, and company policies.

The primary responsibilities of a development officer include assisting in the development, implementation, and maintenance of SHEQ programs, conducting inspections and audits, analysing data, and providing administrative support.

MAIN TASKS:

Processes

- Assist in Developing and Implementing Procedures, Policies and standards in line with the organisations SHEQ requirements
- Support the development, implementation, and maintenance of SHEQ policies and procedures in accordance with relevant regulations and industry standards.
- Assist in communicating SHEQ policies and procedures to employees and stakeholders.

Inspections and Audits

- Conduct regular inspections and audits of facilities, equipment, and processes to identify hazards, non-compliance issues, and areas for improvement.
- Document inspection and audit findings and collaborate with relevant stakeholders to address identified issues.

Data Analysis and Reporting:

- Collect, compile, and analyse SHEQ data such as incident reports, inspection findings, and corrective actions.
- Prepare reports and presentations summarising SHEQ performance, trends, and areas for improvement.

Property Management:

- Assist in the management of our property portfolio
- Scheduling of various maintenance activities
- Monitor compliance of landlords' regulatory standards, insurance etc.

Provide Training and Awareness:

- Assist in developing and delivering training programs to raise awareness of SHEQ policies, procedures, and best practices among employees.
- Support the organisation in fostering a culture of Quality, Safety, Health, environmental responsibility, and quality excellence.

Administrative Support:

- Provide administrative support to the SHEQ Manager, including maintaining documentation, scheduling meetings, and managing correspondence.
- Assist in coordinating SHEQ-related activities and initiatives.

Compliance Monitoring:

- Assist in monitoring regulatory requirements and industry standards related to safety, health, environment, and quality.
- Support efforts to ensure compliance with applicable laws, regulations, and certifications.

Continuous Improvement:

- Participate in SHEQ improvement initiatives and projects to enhance organisational performance and achieve strategic objectives.
- Proactively identify opportunities for enhancing SHEQ processes and practices.
- Detail-oriented with strong organisational and time management skills.
- Ability to work independently as well as collaboratively within a team environment.

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.

MÔN COMMUNITIES FORWARD – CORE VALUES

1. Collaboration and Partnership

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

2. Accountability and transparency

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision making processes and reporting mechanisms.

3. Community Empowerment

Prioritising the needs and aspirations of the community, ensuring their active participation in decision making processes and empowering them to shape their own future.

4. Inclusivity & Diversity

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals regardless of their background, to participate and benefit from the organisation's initiatives.

5. Social Justice

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

6. Resilience and & Adaptability

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

PERSON SPECIFICATION

Experience:

- Previous experience in a similar role is advantageous.
- Strong understanding of SHEQ principles, regulations, and best practices

Personal Attributes:

- Attention to Detail: Meticulous in ensuring compliance with SHEQ standards.
- Problem-Solving: Proactive in identifying issues and implementing solutions.
- Team Player: Able to work alone but also within a team environment.
- Adaptability: Flexible and able to adapt to changing requirements and environments.

Knowledge and understanding:

- Strong understanding of relevant regulations and standards.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Skills:

- Ability to analyse data and generate reports.
- Attention to detail in monitoring compliance and identifying areas for improvement.
- Excellent written and verbal communication skills.
- Ability to liaise effectively with various stakeholders, including employees, management, and external auditors.
- Strong organisational and time management skills.
- Ability to manage multiple tasks and prioritize effectively.

**Full Valid Driving Licence and access to own vehicle is essential for this post.
An enhanced DBS check will be carried out for this role.**