

TITLE OF POST: HEALTH AND FITNESS ADVISOR

GRADE: SO2

RESPONSIBLE TO: HEAD OF HUMAN RESOURCES

MAIN PURPOSE OF JOB:

Under the guidance of the Head of Human Resources, you are to undertake the professional and technical service delivery of duties within the function which contribute to the provision of an excellent service. To provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

1 PROFESSIONAL DUTIES

- 1.1 To promote the Service Vision, 'Creating the Safest Community'.
- 1.2 To work effectively and efficiently to provide a professional service in the delivery of the department's aims and objectives.
- 1.3 To maintain appropriate and robust information systems within the department.
- 1.4 To proactively maintain positive and effective liaison links with organisations and partners as appropriate.
- 1.5 To prepare the production of a variety of quality information for inclusion in management and departmental reports.
- 1.6 To ensure compliance with the relevant Data Protection regulations and to ensure data security is maintained.
- 1.7 To ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.
- 1.8 To proactively identify and recommend areas of potential improvement with professional and/or technical services.
- 1.9 To professionally represent the function at internal and external meetings and events.
- 1.10 To be responsible for internal processes and services of professional and/or technical services. This could also require line management responsibilities.
- 1.11 To support colleagues with complex and escalated work as required.
- 1.12 To attend internal and external training courses as necessary.
- 1.13 To undertake any other duties as appropriate to the role.

2 ROLE SPECIFIC DUTIES

- 2.1 Develop and maintain a comprehensive Health and Fitness Framework including a Health and Fitness Policy and Procedure.
- 2.2 Develop and implement a Service fitness standard and deliver associated training, testing and monitoring. This includes designing and delivering personalised exercise programmes.
- 2.3 Provide advice and assistance in the recruitment of uniformed staff to ensure that physical fitness testing is in line with legislation, national guidance and Tyne and Wear Fire and Rescue Service policies and procedures.
- 2.4 Co-ordinate a network of station/departmental fitness advisors ensuring they are appropriately qualified to develop and supervise fitness training sessions in line with the Service's policies and procedures.
- 2.5 Act as an initial point of contact for all health and fitness related queries and sign post individuals as appropriate.
- 2.6 Provide specialist advice and support on a Service and individual level in relation to staff fitness, being mindful of the need for sensitivity and confidentiality.
- 2.7 Instigate triage advice for fitness related injuries.
- 2.8 Liaise with the Occupational Health Service on the rehabilitation of employees prior to returning to full operational duties.
- 2.9 Promote health and fitness and ensure the day to day management/coordination/provision of fitness initiatives within the Service.
- 2.10 Ensure that health and fitness equipment is regularly checked, complies with current legislation and safety requirements and that employees/potential employees are competent in its use.
- 2.11 Develop and maintain appropriate systems, databases, records and files to underpin employee fitness in line with data protection regulations.
- 2.12 Compile and produce timely and accurate health and fitness information reports.
- 2.13 Work closely with the Health & Wellbeing Manager on workplace wellbeing programmes and initiatives, to ensure that health promotion activities are a regular and constant feature of the Service's calendar of events, evaluating the impact/benefit of these events on the health and wellbeing of staff.
- 2.14 With the OH Service, Health & Wellbeing Manager and Communications Department, develop and produce written materials promoting health and wellbeing. This will include posters, booklets, flyers and website content.
- 2.15 Attend external bodies, national committees or working groups as required.

- 2.16 Network with peers and central bodies to capture and learn from good practice.

3 HEALTH AND SAFETY (GENERAL POLICY)

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
- 3.2 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
- 3.3 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

4 EQUALITY AND DIVERSITY (GENERAL POLICY)

- 4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service's core values.
- 4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
- 4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

5 SAFEGUARDING

- 5.1 To promote the application of the Authority's Safeguarding Policies.

6 ENVIRONMENT STRATEGY

- 6.1 To demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.