**NATIONAL OFFICIAL (Health & Safety) Job Description**

**A temporary appointment - 2.5 days per week until June 2021**

**Salary £1775.69 per month includes London Weighting and 1.6 days per month leave**

This is an outward facing role within Napo as set out below.

**National Representation**

* Ensuring that Napo provides strong leadership and support to National Officers, Officials and local representatives and volunteers on all aspects of Health and Safety in their specific bargaining areas.
* Leading negotiations with the employers at meetings of the National Probation Service (NPS) Health and Safety Committee.

**Leading on policy and practice**

* Leading for Napo on health and safety, whilst promoting equality and diversity, and associated professional issues in this area. This will include involvement in training for Napo representatives in partnership with colleague Officers and Officials.
* Responsibility for Napo’s Health & Safety portfolio which includes liaison and supervision of designated Administrators at Napo Head Office.
* Production of briefings, advice and guidance to Napo National Officers, Officials and the NEC, local Representatives and members via the full range of Napo communications (including Napo News, Napo’s website, etc.).
* Responsibility for developing, delivering, supporting and advising around the training for Napo Representatives and local volunteers in these areas.
* Supporting Officer and Official colleagues with guidance and support around H&S issues relating to their allocated policy area(s).
* Networking with other stakeholders to maximise Napo’s influence in the field of Health and Safety; and enhance Napo’s effectiveness to advise members and employers in their allocated policy areas.
* To represent Napo at conferences, seminars and branch meetings.
* On occasions and in liaison with the General Secretary or National Chair acting as a spokesperson for Napo on H&S issues.

**General leadership**

* Managing their time so as to adequately meet all aspects of the job, as directed by their line manager / the General Secretary)
* Supporting their own professional development, including developing their knowledge and capacity in the field of H&S.
* Participate positively in Napo events (e.g. NEC meetings, Professional Conferences, etc.) and Napo team meetings
* On occasions you may be requested to undertake other reasonable actions to support Napo’s aims and objectives, as deemed reasonable and within the general parameters of the role.