**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTON**

**Department:** Corporate Resources **Location:** Borough Wide

**Section:** Risk and Audit **Job Evaluation No**.: A4847

**Post:** Health and Safety Adviser (Commercial & Schools)

**Grade:** I

**Responsible to:** Health & Safety Senior Officer

**Responsible for:** Health & Safety Adviser

**JOB PURPOSE:**

* Assist the Health & Safety Senior Officer in providing advice and support on Health and Safety matters ensuring compliance with Health and Safety legislation.
* Support the delivery of the Council’s Health and Safety Strategy in accordance with an appropriate model and for the actions designed to implement strategy across the Council.
* Provide formal feedback to management / schools on any significant findings and identifying practical recommendations to address key weaknesses identified.

**MAIN DUTIES:**

1. The post holder will assist the Health & Safety Senior Officer to drive the health and safety strategy for the Council including ensuring there is an effective framework of up-to-date policy and guidance for staff members to follow.
2. Conduct audits and reviews to ensure compliance with occupational health and safety legislation and best practice to an approved plan and methodology.
3. Identify areas of non / partial health and safety compliance, providing support with implementation to deadlines. Assist the Health and Safety Senior Officer in the development of policies and guidance to staff on health and safety issues.
4. Develop effective regular communication on health and safety matters to improve health and safety culture within the organisation.
5. Provide advice and support on health and safety to ensure colleagues meet their responsibilities within the health and safety policy.
6. Monitor the incident reporting system providing regular formal updates to the various Health and Safety Committees on trends and proposed actions to be taken.
7. Undertake investigations of RIDDOR reports to identify learning lessons which should be reported to Corporate Health and Safety Committee.
8. Support liaison with Enforcement Authorities and the Insurance Team for cases of criminal and civil action.
9. Undertake planned agreed inspection regime, of the Council’s buildings and Schools to ensure the risks surrounding asbestos, legionella, gas safety, electrical safety, control of contractors, hot works, lifts etc are being effectively managed in accordance with good practice and legislation.
10. Provide detailed feedback to address broader cross school trends.
11. Provide advice, guidance, and support to schools on health and safety and in accordance with the Schools SLA.
12. Review and approve overseas school visits using the evolve system.
13. Assist with the development of a health and safety improvement plan for the Council.
14. Maintain up to date knowledge of relevant Health & Safety legislation and best practice as well as providing updates on changes in legislation.
15. Engage in the design and approval of a health and safety training plan for the Council derived from a training needs assessment.
16. Assist in the production of formal documented reports on health and safety performance for various committees.
17. Support the development of a framework of guidance, templates, training for the effective management of risk assessment in the Council.
18. Undertake health and safety training as required.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

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| **Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. |

Since confidential information is involved with the duties of this post, the post-holder will be required to exercise discretion at all times, and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by: Karen Phillips**

**Designation: Senior Health and Safety Adviser**

**Date:** **17th December 2021**

**PERSON SPECIFICATION**

Post: Health and Safety Adviser Post No.

Department: Corporate Resource Division: Risk and Audit

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| Personal Attributes Required  (considerations) | | | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) | |
| **QUALIFICATIONS/TRAINING**   * Literate / numerate to Level 3 as a minimum. * NEBOSH Diploma or equivalent (e.g., SCQF Level 10 or RQF/CQFW Level 6 in England, Wales and Northern Ireland). * Must hold Chartered Membership of the Institution of Occupational Safety and Health (CMIOSH) or working towards. | | | E  E  E | AF/I/C  AF/I/C  AF/I/C | |
| **EXPERIENCE**   * Experience working in occupational health and safety. * Experience of working in a large complex organisation in the public or private sector. * Experience of working in a local authority. * Experience of working with educational settings. * Experience of working in construction or facilities management setting. * Extensive experience of using Microsoft applications (Word, Excel, PowerPoint, Outlook). * Experience of working in, advising on, or managing buildings related to health and safety e.g., asbestos, legionella, gas safety, radiation, fire, etc. * Experience of providing management reports. * Experience of managing people. | | | E  E  D  D  D  E  D  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I/T  AF/I/T  AF/I/T | |
| **SKILLS/KNOWLEDGE/APTITUDES**   * Maintain a thorough knowledge of relevant occupational health and safety legislation underpinned by Continuous Professional Development. * Ability to provide practical advice and guidance to colleagues on health and safety. * Self-starter with ability to work under own initiative. * Deliver work and initiatives to deadlines. * Good attention to detail. * Excellent interpersonal and communication skills and ability to communicate effectively both orally and in writing. * Able to work to agreed procedures and secure high-quality service delivery. * Ability to write clear coherent reports to wide range of audiences. * Able to work as a member of the health and safety function as well as across the wider risk and audit team. * Able to adapt quickly to frequent change. * Knowledge of building health and safety for example asbestos, legionella, gas safety, fire, radiation. | | | E  E  E  E  E  E  E  E  E  E  D | AF/I/P  AF/I  AF/I  AF/I/T  AF/I/T  AF/I  AF/I  AF/I/T  I  AF/I  AF/I/T | |
| **SPECIAL REQUIREMENTS**   * Current driving licence and access to own vehicle | | | E | AF/I/C | |
| Prepared by: Karen Phillips | AF | = Application Form | | |
|  | I | = Interview | | |
| Date: 10th December 2021 | T | = Test | | |
|  | P | = Presentation | | |
|  | C | = Certificate | | |