

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: |  Health & Safety Advisor |
| HBC Grade: | **HBC 7** |
| Service: | **Health and Safety** |
| Division: | **HR Operations** |

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| **Main Purpose of the Role** |
| To enable the Council to comply with the provisions of the Health & Safety at Work etc Act 1974 and other relevant legislation and codes of practiceTo provide professional advice and assistance to both managers and employees in improving Health & Safety throughout the organisationTo provide professional advice to Head Teachers and Governors for improving the Health and Safety in schools.To assist the Principal Health & safety Advisor in enabling the Council to comply with the provisions of the Health & Safety at Work etc Act 1974 and other relevant legislation and codes of practice.To assist in the delivery of appropriate training as and when required to both corporate and schools staff.Contribute as part of the wider HR Operations Team to proactively support and advice managers on all Health and Safety related matters with other HR Operations Services.  |

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| **KEY DUTIES AND RESPONSIBILITIES:** |
| 1. | Record, monitor and investigate accident and violent incident reports as required, and provide quarterly reports in relevant an appropriate systems and escalate where appropriate |
| 2. | Provide information and advice, and respond to enquiries in connection with the Division’s work in line with best practice, legislation and regulations. |
| 3. | Act as the competent person (where appropriate) under the Management of Health & Safety at Work Regulations  |
| 4. | Assist in the maintenance and development of the Department’s technical, operational and management systems including risk assessment system, Corporate Caution List, etc. |
| 5. | Assist in providing a comprehensive advisory and information service on Health & Safety matters to all managers, including Health & Safety advice to schools in accordance with the Service Level Agreement (SLA) including Radiation Service.  |
| 6. | Consult and liaise with elected Members, partner organisations and stakeholders, including Trade Unions in connection with the departments work. Presenting reports and data at relevant boards to ensure regularly informed  |
| 7. | Carry out audits/Health & Safety inspections of premises, workplaces, plant equipment and work activities in relation to Health & Safety and fire prevention matters and support in action plans where appropriate |
| 8.9. | Willing to undergo relevant training in related matters Maintain a working knowledge of current standards and practices in connection with the requirements of the post and continuous professional development |
| 10. | Design and deliver relevant Health & Safety training as required |
| 11. | Represent the Council at meetings in relation to the Team’s work. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| * NEBOSH General Certificate
* Technical member of IOSH
 | * Recognised qualification in a Health & Safety discipline relevant to the post.
* Relevant training qualification to deliver training packages.
 | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Proven record of experience and achievement in a field relevant to the post. | Practical knowledge of the legislation and Approved Codes of Practice, relevant to the post. | Possess good oral and written communication skills, including the ability to liaise with elected members, the public and stakeholders and to effectively prepare reports.  | Application / Interview  |
| Broad experience gained in a local authority or organisation of comparable complexity on work relevant to the post. | Knowledge of current and developing issues relevant to the post. | Competence in the use of specialist technical software relevant to the post. | Application / Interview  |
| Experience of delivering training / presentations to staff and others including external bodies. |  | Possess creative and interpretive skills to enable the development of solutions to complex problems. | Application / Interview  |
|  |  | Ability to represent the Department in meetings, hearings and public enquiries. | Application / Interview |
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| **DESIRABLE** | Proven record of experience in a range of fields relevant to the post. | Knowledge of Local Government organisation practices and procedures. | Ability to develop and maintain systems and software associated with the scope of the post. | Application / Interview  |
|  |  | Ability to understand the demands of the democratic process and working with elected members. | Application / Interview  |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Proactive approach to service delivery and ability to work under own initiative and as part of a multi-disciplined team. | Membership of a professional body or institution relevant to the post and maintain required standards e.g. CPD and Codes of Conduct. | Application, references & interview |
| Full driving licence & Business insurance |  | * Driving Licence production & online checks via Gov,UK website
* Insurance Documents
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| IT Literate. Experience of working with software packages e.g. Microsoft Office |  |  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | March 2024 |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.