

JOB DESCRIPTION

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| Job Title | Health & Safety Officer |
| Salary Band | SCP 27-32 (£35,435 - £41,646) |
| Reporting to | Health, Safety and Occupational Health Lead |
| Directorate | Resource |
| Service Area and sub area | Corporate Development |
| Political Restriction | No |

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| 1. Primary Purpose of the Post |
| <p>To provide competent and professional health, safety and wellbeing advice across Liverpool City Region Combined Authority, including supporting line management in their functions to manage health and safety.</p> <p>To develop policies/procedures, design and deliver training, conduct health and safety audits and inspections, support the service area to assess risks, advise on control measures and write action plans for improvement that will withstand internal/external scrutiny.</p> <p>To support the Health, Safety and Occupational Health Lead in ensuring corporate H&S arrangements, processes and practices are adopted and adhered to across all LCRCA/Merseytravel sites.</p> |
| 2. Key Role Specific Responsibilities |
| <ul style="list-style-type: none"> To provide competent, technical and practical health and safety advice and guidance to ensure all legal and other requirements are continually met. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Attend service area meetings to provide health and safety updates. Communicate regular health and safety updates to the Health, Safety and Occupational Health Lead. Keep up to date with applicable aspects of relevant health, safety, welfare at work and environmental legislation/regulations including updates and developments, interpret and communicate relevant changes to service area management. Review/amend local policies and procedures as appropriate. Assist service area' to meet their statutory obligations in all areas pertaining to health, safety, environmental and welfare at work, including statutory training and reporting. Co-ordinate the development of local health, safety, environmental policies, safe systems of work and procedures. Support line management in their functions under the Construction Design and Management Regulations; including the control of contractors. Support line management in their functions under the Regulatory Reform (Fire Safety) Order. |

- Support the service area when reporting accidents and near-misses and when completing accident investigations.

Training

- Organise and deliver a structured programme of health and safety toolbox talks and training courses for employees.
- Liaise with internal Learning & Development department in identifying appropriate and relevant provision of training programmes.
- Carry out H&S induction training when required.
- Deliver accredited health and safety training courses.

On - Site Support

- Conduct frequent site visits, inspections and audits providing health and safety guidance whilst supporting/encouraging good safety practices.
- Ensure officers who carry out method statements and risk assessments do this function correctly showing all risks are reduced as low as reasonably practicable. Provide advice and guidance on how risks could be reduced.
- Outline safe operational procedures which identify and take into account all relevant hazards.
- Be flexible on the understanding the service area works in a 24/7 safety critical environment.
- Support the Health, Safety and Occupational Health Lead in H&S activities across the estate.
- Promoting a culture of sharing best practice and continuous improvement.
- Monitoring and reviewing your service and the way in which it is delivered.
- Influence and encourage by promoting a positive health and safety learning culture
- Support the development and promotion of Health, Safety, Environmental and Wellbeing campaigns.

3. General Corporate Responsibilities

- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct, and effective communication and involvement with all stakeholders.



- To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety.
- To carry out such other duties as may be directed, commensurate with the grading of the post.

PERSON SPECIFICATION

Service Area: Corporate Development

Job Title: Health and Safety Officer

Grade: SCP 27-32 (£35,435 - £41,646)

| Criteria | | |
|--|--------------------------------|---------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| Full Driving Licence. | E | Application |
| NEBOSH General Certificate or Equivalent | E | Application |
| Graduate Membership of IOSH or higher membership of the Institution of Occupational Safety and Health (IOSH) | D | Application |
| A construction-based health & safety qualification e.g. NEBOSH Certificate, in construction or Equivalent | D | Application |
| NEBOSH Certificate in Fire safety and risk Management or equivalent | D | Application |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--------------------------------|--------------------------|
| Experience in delivering training to colleagues at all levels of an organisation. | E | Interview & Presentation |
| Experience in delivering training to colleagues at all levels of an organisation. | E | Interview & Presentation |
| Experience of supporting accident investigations and reporting on H&S matters | E | Interview & Presentation |
| Experience in Construction, Engineering and/or Marine environments providing support to line management in their functions. | D | Interview & Presentation |
| Experience of liaising with contractors, ensuring that appropriate safe systems of work are followed. | D | Interview & Presentation |



| Skills and abilities | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Excellent IT and data analysis skills with experience of Microsoft office. | E | Interview |
| Ability to communicate at all levels and provide a clear understanding of the importance of Health and Safety. | E | Interview |
| Ability to make assessments of circumstances based on facts and evidence. | E | Interview |
| Excellent interpersonal skills, to enable development of effective working relationships at all levels across the wider organisation. | E | Interview |
| The ability to effectively challenge poor practices at all levels across the wider organisation. | E | Interview |
| Proven ability to work effectively as part of a team and the ability to work in partnership instilling trust. | E | Interview |

| Personal Attributes | E = Essential D = Desirable | Identified By |
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| A commitment to ensuring service standards are met. | E | Interview |
| Commitment to and understanding of equal opportunities. | E | Interview |
| The ability to work collaboratively and motivate staff successfully at all levels across the wider organisation. | E | Interview |
| Willingness and ability to be flexible and responsive due to working in a safety critical environment. | E | Interview |
| Demonstrates commitment to continuous improvement and to your own continuous professional development. | E | Interview |
| Excellent organisational and time management skills with the ability to self-manage a demanding workload. | E | Interview |
| The ability to manage and resolve conflict at all levels across the wider organisation. | E | Interview |



| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Commitment to the LCR and an understanding of its stakeholders | E | Interview |
| Commitment to working within the 3 key behaviours – Respect, Action-focused and LCR first | E | Interview |
| An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion | E | Interview |
| Experience of/ability to contributing to a high-performance culture. | E | Interview |