

ROLE DESCRIPTION

Job Title	Health & Safety Officer
Salary Band	SCP 27-32 (£36,569 - £42,978)
Reporting to	Health, Safety and Occupational Health Lead
Directorate	Resource
Service Area and sub area	Corporate Development
Team	Strategic HR Hub
Political Restriction	None

1. Primary Purpose of the Post
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. 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. 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.
2. Your responsibilities
• 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 regular meetings when required to report on relevant health, safety and compliance matters.
- Promote best practice and continuous improvement.
- Ensure working practices across all areas are safe and comply with legislation.
- Establish cooperative approach to working with internal customers at all levels across the wider organisation.
- Share health and safety updates and information with internal customers at all levels across the wider organisation.

PERSON SPECIFICATION

Job Title: Health and Safety Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. NEBOSH General Certificate or Equivalent	E	Application
2. NEBOSH Construction Certificate in health and safety management or a willingness to work towards and attaining the NEBOSH construction Certificate.	E	Application
3. Technical Membership of IOSH or higher membership of the Institution of Occupational Safety and Health (IOSH)	D	Application
4. NEBOSH Certificate in Fire safety and risk Management or equivalent	D	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
5. Experience in delivering training to colleagues at all levels of an organisation.	D	Interview/ Presentation
6. Experience of supporting management to implement and deliver health, safety and wellbeing into the workplace.	E	Interview
7. Experience of supporting accident investigations and reporting on H&S matters.	E	Interview/ Presentation
8. Experience in Construction, Engineering and/or Marine environments providing support to line management in their functions.	D	Interview
9. Experience of liaising with contractors, ensuring that appropriate safe systems of work are followed.	D	Interview

Skills and abilities	E = Essential D = Desirable	Identified By
10. Full Driving Licence.	E	Interview
11. Excellent IT and data analysis skills with experience of Microsoft office.	E	Interview Presentation
12. Ability to communicate at all levels and provide a clear understanding of the importance of Health and Safety.	E	Interview Presentation
13. Ability to make assessments of circumstances based on facts and evidence.	E	Interview Presentation
14. Excellent interpersonal skills, to enable development of effective working relationships at all levels across the wider organisation.	E	Interview
15. The ability to effectively challenge poor practices at all levels across the wider organisation	E	Interview
16. 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
17. A commitment to ensuring service standards are met	E	Interview
18. Commitment to and understanding of equal opportunities	E	Interview
19. The ability to work collaboratively and motivate staff successfully at all levels across the wider organisation.	E	Interview
20. Willingness and ability to be flexible and responsive due to the 24/7/365 safety critical environment.	E	Interview
21. Demonstrates commitment to continuous improvement and to your own continuous professional development	E	Interview
22. Excellent organisational and time management skills with the ability to self-manage a demanding workload.	E	Interview
23. 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
24. Commitment to the LCR and an understanding of its stakeholders	D	Interview
25. Commitment to working within the 3 key behaviours – Respect, Action-focused and LCR first.	D	Interview
26. An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion.	D	Interview
27. Experience of/ability to contribute to a high-performance culture.	D	Interview