

JOB DESCRIPTION

Post title	Health and Safety Adviser
Division / Section	Legal and Risk / Health and Safety
Department	Resources
Responsible To	Senior Health and Safety Adviser
Number of post holders	6.5
Acting up/ Secondment	No

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Purpose of Job

Our health and safety strategy commits the Council to a culture of 'zero harm' and improved risk management where health and safety is everyone's responsibility.

As a member of the health and safety team, this role shares responsibility for the successful delivery of the Corporate Health and Safety strategy and effective team working.

Major tasks / Job Activities

General

Assist the Council Health and Safety Manager to develop, promote and sustain a best value, customer focused health and safety service to support the Council's strategic objectives and performance standards.

Assist the Senior Health and Safety Adviser in the provision of advice to line management on health and safety competencies relevant to levels of responsibility and / or work activities in the service areas to assist management identify any training needs.

Where appropriate, contribute to the development and delivery of training, development workshops or briefings for managers and employees.

Contribute to the development of effective health and safety management systems, policies and procedures that reflect best practice and comply with health and safety legislation.

Develop and maintain close and effective links with managers and local Trade Union Representatives, ensuring that service needs are responded to promptly.

Provide managers with professional advice on all matters relating to occupational health and safety affecting the Council as an employer and service provider.

Work in partnership with managers to support the development and implementation of safe and health working practices and environments.

Liaise with other HR colleagues to ensure that health and safety contributes to the effective delivery of HR service provision.

Deputise for the Senior Health and Safety Adviser as required.

Undertake any other relevant and appropriate duties.

Policy and Operations Support Function

As directed by the Senior Health and Safety Adviser develop policies, procedures and guidelines to comply with health and safety legislation, ensuring that these reflect professional best practice.

Advise the Senior Health and Safety Adviser of any operational support requirements for service managers arising from the auditing process.

Work with line managers to ensure that accident investigations and reporting requirements are met. Where appropriate (e.g. serious accidents), and / or directed, undertake a fuller investigation and liaise with the Health and Safety Executive, as appropriate.

Monitor accident and work related ill health records and prepare analytical reports for senior management on a quarterly basis.

Assist in the preparation of an annual health and safety report for the Council.

Governance and Assurance Support Function

Undertake a programme of health and safety auditing across allocated service areas, ensuring that reports on the findings are provided promptly to service managers, with any remedial action detailed in an action plan.

Provide advice and support to line managers and employees as appropriate / directed by Senior Health and Safety Adviser.

As directed by the Senior Health and Safety Adviser, support line managers in the implementation of plans identified through the auditing process aimed at ensuring the continuous improvement of health and safety arrangements and performance standards at a local level.

As directed by the Senior Health and Safety Adviser, provide support to local health and safety committees as an ex-officio member.

Supervision and Management of People (Numbers and type of staff)

The role holder will have no direct staff responsibility.

Complexity

The role holder will be required to work effectively at an operational level, contributing to the provision of a high quality, responsive and effective advisory service to line managers and employees on a full range of occupational health and safety matters.

The role holder must maintain an up to date knowledge of health and safety legislation and best practice approaches to health and safety management.

Creativity and Innovation

Contributing to the development, implementation and maintenance of systems for the continuous improvement of the Council's health and safety management arrangements.

Preparing of management reports on a range of topics including auditing, inspection of workplaces / service areas / analysis of accident data etc.

Development of health and safety Information and preparation of training material.

Working with and supporting managers at all levels in the development of an organisational culture that has health and safety as a core business activity.

Contacts and Relationships

Internal contacts

The role holder will be required to influence and engage with senior stakeholders in other disciplines (e.g. Learning and Development) and in each of the Service Areas (e.g. Senior Management Teams, Risk), and Trade Union Representatives.

The role requires influence and delivery through matrix reporting relationships in the Health and Safety Team, and across the Council.

The role holder will be required to deliver training at all levels across the Council (e.g. Elected Members, Chief Executive, Directors, Senior Managers, Managers and Operators).

The role holder will advise line managers on all issue relating to the statutory health and safety duties placed on the Council, as an employer and service provider.

Other professional HR staff to ensure that the health and safety service contributes to an effective and comprehensive HR service.

Legal Services in relation to health and safety enforcement or litigation action.

External Contacts

External professional advisory and enforcement bodies concerned with health and safety (e.g. Health and Safety Executive, NHS Organisations, Occupational Health Provider etc.)

Decisions (Consequences)

Decisions are taken across a wide range of activities and in a variety of contexts. These will relate to health and safety issues arising across Council services. Such decisions will include:

- advising managers on preventative measures for controlling H&S risks;
- determining whether or not standards in service areas comply with H&S legislation;
- project work;
- accident investigation requirements;
- advising management to “stop the job” where unsafe conditions are identified.

Supervision Received

The role holder reports formally to a Senior Health and Safety Adviser (dependant on work stream), who will be responsible for monitoring and managing performance and professional development.

Resources

N/A

Environment – Work Demands

The postholder will be required to work in an environment with competing & and at times conflicting demands, often within tight deadlines.

Environment – Physical

The postholder will be required to operate IT equipment, projectors and other training materials, and telephones on a daily basis.

Delivery of training may require the postholder to stand for longer periods than normal office activities.

Environment – Working conditions

There will a requirement to attend Council sites.

Environment – Work Context

Normal working conditions. The post holder will be required to travel to other Council buildings using public or private transport.

Knowledge and Skills

Qualifications

An appropriate qualification in occupational health and safety, with membership of the institution of Occupational Safety and Health (IOSH), (or exceptional evidence of equivalent knowledge skills and competence).

Experience required

A broad range of experience in health and safety practitioner work is required including:

- developing and implementing health and safety policies, procedures and guidelines to comply with legislative requirements and best practice;
- providing comprehensive health and safety advice and support to managers at all levels;
- devising risk control measures aligned to the principles of health and safety risk management;
- carrying out accident investigation and reporting;
- health and safety auditing and workplace inspection;
- preparation of health and safety reports;
- developing and delivering health and safety training;
- providing advice and support to (departmental) health and safety committees;

The ability to communicate effectively, both written and verbally, along with good influencing and analytical skills.