**TITLE OF POST: HEALTH AND SAFETY ANALYST**

**GRADE: SCALE 6 (SCP 26 – 28)**

**RESPONSIBLE TO: HEALTH AND SAFETY MANAGER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAIN PURPOSE OF JOB:**

To assist the Health & Safety team in providing up to date advice and guidance to the Service on legislation, to research, analyse and interpret information, and to provide general administration/co-ordination support to the Risk Group.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAIN DUTIES AND RESPONSIBILITIES**

**1 GENERAL DUTIES**

* 1. To promote the Service vision, ‘Creating the safest community’.
  2. To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money.
  3. To contribute to the development and implementation of relevant functional policies and procedures in line with current and future national policy, best practice, and ensure compliance with all relevant regulations and legislation.
  4. To provide advice, guidance, support and to deliver training to Service personnel on Health and Safety.
  5. To assist in developing, implementing and maintaining relevant data and information system as well as the Risk Management database.
  6. To be responsible for the management of accurate data relating to incidents/accidents for the Service.
  7. To be responsible for the effective analysis and interpretation of data and information relating to accidents, injuries and investigations.
  8. To contribute recommendations relating to data and information at departmental meetings.
  9. To maintain knowledge of relevant legislation relating to Health & Safety.
  10. To undertake inspections of premises, plant and equipment to ensure compliance with policies/legislation when directed.
  11. To undertake risk assessments of premises, plant and equipment as appropriate.
  12. To assist the team in ensuring all safety audits and surveys are carried out annually in accordance with policy/procedure.
  13. To produce a variety of comprehensive reports, documents and training material.
  14. To provide administrative support to the Risk and Information Group when required.
  15. To liaise with both internal and external stakeholders on all matters relating to the Health & Safety team.
  16. To represent the Service at internal and external meetings and events.
  17. To attend internal and external training as necessary
  18. To ensure compliance with the Data Protection Act and ensure data security is maintained.
  19. To undertake any other duties appropriate to the post.

1. **HEALTH AND SAFETY**

2.1 By reference to current health and safety legislation and the Service's

Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

**3 DIVERSITY AND EQUALITY (GENERAL POLICY)**

3.1 To ensure an understanding and commitment to diversity and equality in accordance with Service policies and procedures and demonstrate positive promotion of diversity and equality principles through working to the Service’s core values.

**4** **SAFEGUARDING**

* 1. To promote the application of the Authority’s Safeguarding Policies.

**5 ENVIRONMENT STRATEGY**

5.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.