

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture, Leisure & Events		Service Area: Events	
Independent Safety Advisor Group (ISAG) - Independent Chair			
ALLOWANCE: Up to 15 days (£6,000 per annum)			
LOCATION: Stockton-on-Tees			
RESPONSIBLE TO: Director of Culture, Leisure & Events			
1.	JOB SUMMARY: The post holder will support the Council's approach to uphold reasonable standards of public safety at events in the Borough and to encourage the well-being of all residents and visitors at those public events. Main duties will be to lead the Independent Safety Advisory Group (ISAG) and ensure it works effectively and discharges its responsibilities fairly, effectively and proportionately in providing specialist advice and guidance to event organiser/planners. You will be lead officer in advising the Local Authority of any incidents where event plans/health and safety arrangements do not meet the required standards for public safety.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To Chair Stockton's Independent Safety Advisory Group meetings, working closely with its core and non-core members from the Local Authority, Emergency Services and other organisations.	
	2.	To lead ISAG and ensures it works effectively.	
	3.	To ensure that the membership of the ISAG reflects the need to address relevant risks associated with public safety and wellbeing issues in relation to outdoor events.	
	4.	To ensure that ISAG members work well together and that they understand their individual role within the group.	
	5.	To ensure that the group discharges its responsibilities fairly, effectively and proportionately.	
	6.	To maintain an objectivity of approach whilst ensuring that due account is taken of the views of all membership of the ISAG in relation to event plans/ health and safety arrangements.	
	7.	To ensure that an audit trail of group processes are maintained and keep an overview of all event plans.	
	8.	To advise the Local Authority in relation to its duty of care regarding public events that do not require to be certified/licensed.	
	9.	To advise the Local Authority on a timely basis where full assurance of event health and safety arrangements cannot be achieved and there remains a risk to public safety.	
	10.	To assist in the development of ISAG processes/joint approach to public safety, ensuring a consistent and coordinated approach is achieved.	

	11.	To act as a conduit promoting information sharing between the ISAG and event organisers/management.
	12.	Where appropriate to assist with reviews of large scale events through a formal debrief, including any significant incidents or 'near misses', making recommendations as/when necessary.
	12.	To help in the preparation of reports and other management information as requested, including the collation of ISAG annual report.
	13.	Attend meetings and workshops as required.
	14.	To foster and build effective working relationships with event organisers/planners providing practical advice/guidance and support to enable them to deliver their own events safely.
	15.	To keep up to date with safety policies, legislation, guidance and consultation documents with regards to event management/safety.

3. GENERAL

NOTE:

ISAG reserves the right to add, amend, or otherwise alter the responsibilities shown in the job description providing that the changes are commensurate with the status and grade of the post.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Independent Safety Advisor Group (ISAG) - Independent Chair
Directorate / Service Area	Culture, Leisure & Events
Post Ref:	34046

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Degree level or equivalent and Member of a professional body or equivalent level of knowledge gained through substantial demonstrable direct work experience.	NEBOSH Qualification	Application form Selection Process Pre-employment checks
Experience	<p>Experience of working at a senior level within a multi-disciplined context.</p> <p>Significant experience of chairing in an efficient and effective manner, complex professional meetings at a senior level.</p> <p>A proven track record of having influenced and negotiated successfully across agencies, groups and individuals.</p> <p>Knowledge of event management/safety principles, including health and safety, crowd flow, structures, traffic, security.</p> <p>Experience of resolving conflict/disputes and complaints.</p> <p>Working with a wide range of people and agencies.</p> <p>A good awareness of client confidentially and sensitive information.</p> <p>Experience of dealing with media and ability to promote a positive image of the Independent Safety Advisory Group.</p>	<p>Understanding of political and corporate context.</p> <p>Experience of working with Safety Advisory Groups.</p> <p>Knowledge and understanding of Local Government</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

Skills	<p>Excellent written and spoken communication skills in order to explain health and safety processes to a range of people and to give presentations to groups.</p> <p>Excellent negotiating skills to influence event organisers / planners to strengthen, implement and maintain safety standards.</p> <p>Patience and diplomacy to achieve a collaborative approach.</p> <p>Attention to detail.</p> <p>The ability to understand and analyse complex information and present it simply and accurately.</p> <p>An investigative mind</p> <p>Excellent time management skills and the ability to prioritise.</p> <p>Confidence, authority and objectivity to challenge practices and hold event organisers accountable.</p> <p>Ability to direct multi-agency activity to support ISAG/Event Organisers.</p>	<p>Knowledge of event management industry.</p> <p>An interest in Health and Safety law and the ability to understand regulations.</p> <p>Knowledge and application of the following:</p> <ul style="list-style-type: none"> • Business Planning • Event management plans • Health and Safety, including safeguarding in the a community event context 	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Be able to show leadership qualities in respect of managing groups.</p> <p>High Personal standards and self-discipline.</p> <p>Demonstrates flexibility and resilience.</p>		<p>Application / Interview</p>
Other	<p>Ability to undertake any necessary travel in connection with the duties of the post</p> <p>Flexible in terms of time commitment to ensure that periods of increased activity are led consistently.</p> <p>Be available to attend other meetings as appropriate and requested by the Director of Culture, Leisure and Events.</p>		<p>Application / Interview</p>

<p>Terms & Conditions</p>	<p>The post will be on a self-employed basis.</p> <p>The post-holder will need to have Professional Indemnity Insurance of £10m.</p> <p>The appointment will be for a period of two years, to be reviewed 6 months after appointment, and then on an annual basis by the Director of Culture, Leisure and Events.</p> <p>It is anticipated that the above responsibilities will require up to 15 days per annum. This will be kept under review.</p> <p>The appointment will be subject to two satisfactory references.</p> <p>Invoices will be paid monthly in arrears.</p>		
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Person Specification dated March 2018