

Northumberland County Council

JOB DESCRIPTION

Post Title:	Health and Safety Adviser	Performance and Corporate Services		Office Use
Band:	8	Workplace: County Hall, Morpeth		JE ref: 469
Responsible to:	Health & Safety Team Leader	Date: January 2009	Manager Level	HRMS ref:
Job Purpose: Take a lead professional practitioner role in the provision of Health and Safety services.				
Resources	Staff	Supervises a number of support or career graded posts.		
	Finance	Accountable for considerable expenditure against set budgets, monitor spending and income, handle payments and assist to generate income.		
	Physical	Design, maintain and operate key corporate information systems. Direct responsibility for the purchase, security and operation of a range of high value physical assets.		
	Clients	Create policy and enforce regulations that have a direct impact upon the capacity of the Council workforce and deliver its vision and plans for the public.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. Provide professional advice to service users, the public, partners and elected members to satisfy the client's needs and safeguard their interests, and which meets inter/national legislation, professional best practice, corporate standards, in-house procedures and the service's business plans. 2. Contribute to and where appropriate take a lead role in the development and delivery of specific services or take responsibility for corporate and specific client groups including the development of appropriate policy, delivery strategies, promotion and appropriate funding to bring the service's business plans and objectives into effect. 3. Undertake/oversee specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives. 4. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level as appropriate. 5. Supervise, as necessary support and technical staff, learners and student placements as appropriate, co-ordinating the work of the team, delegating work appropriately, providing clear guidance and motivating staff to achieve service objectives and quality standards. 6. Assist in the recruitment, selection, induction, discipline, training and development of support staff, conduct staff appraisals for allocated staff and contribute to the skills planning and workforce development processes within the service. 7. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues. 8. Interpret, explain and enforce statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation. 9. Develop, implement and operate large scale information systems that meet the needs of the service and which ensure accuracy, confidentiality, speedy access and ease of use. 10. Accountable for expenditure against allocated budgets, monitor relevant budget headings, ensure effective spend against established targets and compliance with financial regulations. 11. Develop effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services. 12. As a member of the service's professional team, fully participate in the corporate planning and management of the service. 13. Other duties appropriate to the nature, level and grade of the post. 				
Work Arrangements				
Physical requirements:	Sedentary office work with occasional need to stand, walk and lift. Some programmable outdoor site work.			
Transport requirements:	Varies from post to post but may involve travel to work sites, area offices or training venues throughout the County and further afield on occasion.			
Working patterns:	Normal office hours but flexi-hours may apply if staff provide cover. Some standby or call out arrangements may apply.			
Working conditions:	Some exposure to working outdoors.			

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PERSON SPECIFICATION

Post Title: Health and Safety Adviser	Performance and Corporate Services	Ref: 469
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Health and Safety Diploma. In-depth knowledge of professional theory, practice and procedures. Knowledge of current inter/national laws, regulations, policies, procedures, trends, and developments. Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment. Evidence of continued professional development.	Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience		
Recent and relevant post qualification experience in a relevant context. A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. An evidenced track record as a successful consultant/advisor. Experience in engaging effectively with others and building productive partnerships. Relevant experience in designing and drafting policies, procedures and other technical documents. Experience in managing projects to successfully achieve set objectives.	Experience in a particular relevant specialist area. Supervising staff and their productivity.	
Skills and competencies		
Advanced IT skills and able to effectively use ITC to achieve work objectives. Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Numeratorate and skilled at analysing/reasoning with complex business related statistics. Persistence in applying a methodical approach to problem solving. Negotiation skills and able to persuade others to an alternative point of view. Is an effective advocate for the Directorate both within and externally. Maintains a professional demeanour in stressful and difficult situations.	Advanced skills in Microsoft Office.	
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits