Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Health and Safety Adviser	Performance and Corporate Services		**Office Use**
Band: 7	**Workplace:** County Hall, Morpeth		**JE ref:** 106 **HRMS ref:**
Responsible to: Senior Health & Safety Adviser	**Date:** January 2009	**Manager Level**	

Job Purpose: Provide professional support in the provision of Health and Safety services.

Resources Staff	Will oversee the work of junior, trainee or support on particular tasks or projects..
Finance	Responsibility for handling payments, raising orders or processing invoices.
Physical	Design, maintain and operate key corporate information systems.
Clients	Assist to create policy and enforce regulations that have a direct impact upon the health, safety or well being of the public or service users.

Duties and key result areas:

1. Provide professional advice to service users and the public, 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 the development and delivery of specific services or take responsibility for specific client groups or activities, including assisting to develop policy, delivery strategies, promotion and appropriate funding to bring the service's business plans and objectives into effect.
3. Undertake specific projects or initiatives within the 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. Assist to supervise support and technical staff, learners and student placements as directed.
6. 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. Assist to develop, implement and operate information systems that meet the needs of the service and which ensure accuracy, confidentiality, speedy access and ease of use.
10. Assist to monitor relevant budget headings, ensure effective spend against established targets and compliance with financial regulations.
11. Adopt 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 support in the corporate planning and management of the service.
13. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Some travel to work sites, area offices or training venues throughout the County and further afield..
Working patterns:	Normal office hours but flexi-hours may apply if staff provide necessary cover. Some standby or call out arrangements may apply.
Working conditions:	Some exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Assistant Health and Safety Adviser	Performance and Corporate Services	Ref: 106
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Nebosh certificate or equivalent. Knowledge of professional theory practice and procedures. An awareness of current inter/national laws, regulations, policies, procedures and developments. Understands the relationship between costs, quality, customer care and performance. Evidence of professional study and continued professional development.	Evidence of recent and relevant management training. Working toward a Health & Safety Diploma. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience		
Recent experience in a relevant context and service. Experience in selecting and applying the range of professional methods, tools and techniques. . Recent and successful experience in acting in a consultant or advisory capacity on professional issues. Experience in engaging effectively with others and building productive partnerships.	Experience in a particular relevant specialist area. Experience in project management.	
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. Numerate 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. IMaintains 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