

Newcastle City Council

Job Description

Post Title: Assistant Health & Safety Officer (A4468)

Evaluation: 479 Points **Grade:** N6

Responsible to: H&S Team Manager

Responsible for: N/A

Job Purpose: To support the provision of a range of Health & Safety (H&S) Services and advice to both customers and stakeholders.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide advice and guidance to managers on matters relating to Corporate and local Health and Safety policies, procedures, risk assessments and best practice.
2. To interpret and assist managers implement H&S legislation.
3. To contribute to the development and review of Corporate H&S standards and information, including policies, codes, risk assessments and website content.
4. To contribute to H&S performance management, monitoring and data interrogation processes as part of the Council's H&S governance arrangements.
5. To contribute to the technical development of H&S audit content and contribute to the delivery of targeted H&S initiatives/audits and interventions intended to improve H&S standards, test and monitor compliance.
6. To conduct fire safety risk assessment reviews across the Council's building portfolio, produce reports and provide cost effective fire safety advice.
7. To support the development and delivery of H&S learning and development initiatives, including face to face courses and e-learning modules.
8. To undertake accident/incident investigations, screening and reporting of accidents and incidents in accordance with legal requirements.
9. Carry out analysis and reporting on relevant data to support improved health and safety performance.
10. Facilitate and under direction carry out occupational hygiene surveys, evaluate findings and report.
11. Support staff consultation processes and liaison with Trade Union representatives and enforcing bodies where required.

12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.