

**Job Description**

**Job Title: Health & Safety Adviser**

**Salary Grade: Grade 6 - 8**

**SCP: 22 - 35**

**Job Family: Organisational Support**

**Job Profile: OS 3/4**

**Directorate: Corporate Services**

**Job Ref No:**

**Work Environment:**

**Reports to: Health & Safety Manager and Senior Health & Safety Adviser**

**Number of Reports: 0**

**Purpose:**

To support the Health and Safety Manager and Senior Health and Safety Advisers in ensuring high standards of health and safety for all employees and in all areas where the Council has an interest, and to assist in the formulation of appropriate policies and practices.

**Key Responsibilities:**

* Investigate incidents including accidents, threats or violence, dangerous occurrences, near misses and work-related ill health conditions.
* Undertake workplace inspections/audits and fire risk assessment to present reports and information in a written form using Microsoft office, i-Auditor or equivalent.
* Produce reports (i.e. Investigation reports, RIDDOR, statistics, etc.) to Management/Council Officers and H&S Manager as required.
* Ensure that appropriate guidance on Health and Safety standards are incorporated into risk assessment processes for staff and service users.
* Provide advice to lead service areas, Directorate and partners.
* Respond efficiently and effectively to enquiries from customers.
* Carry out project work as appropriate.
* Manage the Council’s Health and Safety databases and systems.
* Develop and maintain the Health and Safety Pages on the Council’s Hub, organise, update and distribution of the Council Health and Safety Policy, associated codes of practice and guidance materials.
* Seek out information from both internal and external sources in order to research general queries or policy development and to provide advice to Managers and employees.
* Develop and deliver toolbox talks and training courses.
* Deal with all aspects of the administration relating to the occupational health and safety provision as directed.
* Maintain and update filing and other systems including those computerised.
* Support H&S Manager and Senior H&S Advisers in extracting, collating, & analysing statistics relating to the service.
* Undertake relevant vetting of health and safety policies, method statements and safety documentation relating to external companies carrying out work on Council contracts.
* Contribute to the effectiveness of the service through positive and productive personal behaviours.
* Establish and maintain effective working relationships with peer groups and key stakeholders.
* Support the Council’s Culture and Events team with regard to H&S advice and guidance and where necessary attend event sites some of which will be out of hours.
* Partake in a programme of continuous professional development to develop and maintain competence.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

**Other Duties:**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**GRAD IOSH or equivalent Progression to Grade 8**

As above and ability to:-

* Provide a lead role in any risk environment, designing appropriate H&S management systems in line with corporate framework, including reviewing overall safety performance and undertaking formal health and safety audits.
* Advise management on their duties and responsibilities towards both employees and the public regarding risks to health and safety arising out of work activities and to liaise with Services to ensure the efficient co-ordination and operation of the various health and safety activities.
* Confidently lead health and safety discussions and meetings, including liaison with Health and Safety Executive and other enforcement agencies, both providing and receiving relevant feedback.
* Organise and prioritise own workload and to coach others in the team and demonstrate an engagement with own development with a systematic and determined approach
* Prepare safety policies, procedures, guidance and handbooks on safe working methods for issue to Services and management as and when necessary.
* Represent the Health and Safety Team as required at Safety Committees, meetings, working parties etc. and communicate decisions to those who will be required to implement them or be affected by them.

**Qualifications**

**Health & Safety Adviser**

Eligible for Associate/Technical Membership of IOSH

Working towards Grad IOSH

**Progression to Grade 8**

Awarded GRAD IOSH or equivalent