

## **DARLINGTON BOROUGH COUNCIL**

### **RESOURCES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Health &amp; Safety Advisor</b>
<b><u>PAY BAND :</u></b>	<b>Band 10</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>B1450</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Health and Safety Manager</b>
<b><u>JOB PURPOSE :</u></b>	<b>To provide comprehensive health and safety advice and guidance to all Council services as allocated by the Health and Safety Manager. To assist in the implementation of statutory regulations as directed by the Health and Safety Manager.</b>
<b><u>POST NO.</u></b>	<b>POS001357</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

#### **MAIN DUTIES/RESPONSIBILITIES**

1. Provide comprehensive advice on the management of health and safety at work, enabling compliance with statutory legislation and industry best practice.
2. Provide competent health and safety advice on the CDM Regulations to internal duty holders.
3. Provide competent health and safety advice to schools and academies where a service level agreement or contract is in place.
4. Develop and revise health and safety policies, arrangements and safe systems of work for the control of health and safety risks.
5. Assist Managers with the development, review and recording of risk assessments.
6. Assist managers in the identification of health and safety training needs. Develop new training resources, review existing resources, as required and deliver health and safety training, including IOSH managing safely.
7. Undertake a programme of health and safety audits and to monitor the implementation of policies, arrangements and safe systems of work. Produce audit reports, identifying findings and recommendations. Develop action plans as required and monitor progress.
8. Develop and undertake an inspection programme, producing inspection reports and recording compliance data. Follow up inspections to take place, as required.
9. Undertake contractor health and safety competence assessments and monitor contractor performance as required.

10. Provide representation at both local and regional meetings, presenting information and feedback as required.
11. Administer and manage software systems including; incident management, audit, employee protection register and educational visits.
12. Investigate accidents, incidents, dangerous occurrences and work related ill-health, with a view to preventing recurrences and prepare management reports. Maintain appropriate accident records for statutory, liability and performance management purposes.
13. Support managers with the co-ordination and management of serious accident / incident investigations, including liaising with the HSE, legal advisors and insurance companies.
14. Act as a focus for the provision of information to the council's insurance company on the defence of incident and ill-health liability claims, attending court where necessary.
15. Produce and analyse statistical data for inclusion in corporate reporting.
16. Actively promote high quality service delivery and contribute to continuous improvement of the health and safety team's performance.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".
23. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: May 2020

**DARLINGTON BOROUGH COUNCIL****RESOURCES****PERSON SPECIFICATION****HEALTH AND SAFETY ADVISOR****POST NO. POS001357C**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	NEBOSH Diploma or NVQ Level 5 in Occupational Health and Safety Practice (or equivalent)	<b>E</b>	
<b>2</b>	Degree or equivalent in technical or scientific subject.		<b>D</b>
<b>3</b>	NEBOSH Construction Certificate or equivalent		<b>D</b>
<b>4</b>	Level 3 Award in Education or Training		<b>D</b>
<b>5</b>	Chartered Membership of the Institution of Occupational Safety and Health or equivalent including Certified Membership of Association of Project Safety or to obtain within a reasonable time	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>6</b>	Approx. 3 years' experience of working in a health and safety practitioner role	<b>E</b>	
<b>7</b>	Detailed and up-to-date working knowledge and practical experience implementing health and safety legislation.	<b>E</b>	
<b>8</b>	Detailed knowledge and experience of the practical implementation of health and safety management systems	<b>E</b>	
<b>9</b>	Detailed knowledge of audit systems and practical experience in undertaking health and safety audits and inspections	<b>E</b>	
<b>10</b>	Practical experience in carrying out incident investigations and root cause analysis.	<b>E</b>	
<b>11</b>	Experience in developing and implementing health and safety policies and arrangements.	<b>E</b>	
<b>12</b>	Experience of producing health and safety reports and procedures including statistical analysis.	<b>E</b>	
<b>13</b>	Knowledge of leisure industry related health and safety standards.		<b>D</b>
<b>14</b>	Knowledge of highways and construction related health and safety standards.		<b>D</b>
<b>15</b>	Knowledge and understating of the practical implementation of the CDM regulations		<b>D</b>
<b>16</b>	Knowledge and understanding of responsibilities and key issues regarding management of health and safety in schools.		<b>D</b>
<b>17</b>	Knowledge of social care related health and safety standards.		<b>D</b>
<b>18</b>	Experience in undertaking contractor competence assessment and monitoring.		<b>D</b>
<b>19</b>	Knowledge and understanding of auditing to OHSAS 18001/ ISO 45001		<b>D</b>
<b>20</b>	Experience in undertaking incident investigations to defend insurance claims including evidence giving in court.		<b>D</b>
<b>21</b>	Experience in a local government Health and Safety Advisor role.		<b>D</b>
<b>22</b>	Experience of working with Trade Unions and safety representatives.		<b>D</b>
	<b>Skills</b>		
<b>23</b>	Ability to communicate effectively both verbally and in writing, with a	<b>E</b>	

	wide range of audiences, including ability to write clear and concise reports and presentations		
<b>24</b>	Ability to work successfully as part of a team.	<b>E</b>	
<b>25</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	<b>E</b>	
<b>26</b>	Ability to achieve credibility with and gain respect of managers.	<b>E</b>	
<b>27</b>	Ability to develop and deliver effective health and safety training	<b>E</b>	
<b>28</b>	IT literate capable of using MS Word/Excel/Access, Office Packages.	<b>E</b>	
<b>29</b>	Able to prioritise workload and to plan and allocate tasks to meet deadlines	<b>E</b>	
<b>30</b>	Ability to present information in a logical and systematic manner	<b>E</b>	
<b>31</b>	Ability to analyse situations and produce effective solutions.	<b>E</b>	
<b>32</b>	Ability to anticipate and highlight issues that need to be taken into account	<b>E</b>	
<b>33</b>	Ability to maintain accurate records	<b>E</b>	
<b>34</b>	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	<b>E</b>	
	<b>Personal Attributes</b>		
<b>35</b>	Self-motivated and enthusiastic	<b>E</b>	
<b>36</b>	Flexible approach to a fast changing working environment	<b>E</b>	
<b>37</b>	Political awareness.	<b>E</b>	
	<b>Special Requirements</b>		
<b>38</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
<b>39</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	