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| **Job Description** |
| **Post title** | Health and Safety Advisor |
| **JE Reference No** | N7079 |
| **Grade** | Grade 9 |
| **Service** | Resources |
| **Service Area** | Occupational Health and Safety |
| **Reporting to** | The post holder will be accountable to the Senior Health and Safety Advisor |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the Health and Safety Manager, Team Leader 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. To assist in the formulation of policies and procedures ensuring legislative compliance, best practice and safe working environments.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Contribute to the provision of professional health and safety services against the background of the Council’s objectives, guiding principles and equality policies, including the continuous development of a positive health and safety culture, which is regarded as being integral to normal management functions.
* Contribute to ensuring that legal, statutory and other relevant provisions governing or affecting health and safety at work are observed and implemented and produce reports and data on various aspects of work and maintain records as directed.
* Undertake audits or inspections of operations or activities where the Council has an interest and contribute to written reports of any recommendations of improvements or changes to working practices.
* Support the development of health and safety management systems and develop and maintain monitoring and auditing systems.
* To provide advice, guidance, support and challenge to managers, colleagues, internal and external customers, employees and partner organisations on their duties and responsibilities towards both employees and the public regarding risks to health and safety, arising out of work activities.
* Understand and assess the health and safety requirements of customers in order to provide input into work plans, setting objectives and contributing towards ensuring effective service delivery and compliance with statutory requirements and Corporate Health and Safety policy.
* To liaise with Services and managers to ensure the efficient co-ordination and operation of the various health and safety activities.
* Where appropriate and directed support the council’s statutory and non-statutory partners in their management of health and safety.
* Where necessary, investigate accidents or incidents, as required under the Council’s policy, and in accordance with legal requirements.
* Undertake statistical analysis of accidents/incidents and report finding as required to management.
* Assist in the development, review and implementation of policies, procedures, guidance and information relating to health and safety.
* Keep up to date on current trends in health and safety best practice and legislation and to provide information and advice to Services on ensuring compliance and continual improvement.
* Interpret legislation, approved codes of practice and industry guidance and produce summary reports for management.
* Contribute to the relevant vetting of health and safety policies, method statements and safety documentation relating to private companies carrying out work on Council contracts.
* Assist in the preparation of safety handbooks and other general literature advising on safe working methods for issue to directorates as and when necessary.
* Identify, prepare and deliver health and safety training programmes for relevant groups of employees as and when necessary.
* Supporting the development of new and existing members of staff in order to share knowledge and experience.
* Liaise with Health and Safety Executive, individual inspectorates and specialist sections as appropriate.
* All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of new and existing members of staff in order to share knowledge and experience.
* Deputise for Senior Health and Safety Officers as appropriate.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NEBOSH Certificate or equivalent.
* Educated to Level 4 or equivalent in a related vocational or professional field.
 | * NEBOSH Diploma or working towards/willingness to achieve.
* Membership of an appropriate professional body.
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| Experience | * Experience working in a multi-disciplined and/or construction based organisation.
* Experience in a health and safety role or function.
* Experience in the preparation of written reports.
* Experience of undertaking health and safety risk assessments.
* Preparation and delivery of training.
 | * Experience of working in the public sector.
* Workplace inspection and monitoring experience.
* Audit experience.
* Knowledge of environmental management practices and principles.
* Experience of working within the education sector in relation to health and safety.
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| Skills & Knowledge | * Ability to provide accurate information, advice and guidance.
* Good verbal and written communication skills.
* Good interpersonal skills.
* Able to plan and prioritise work activities.
* Knowledge of current and proposed Health and Safety legislation and guidance.
* Ability to use IT and supporting software.
* Investigative skills.
* Ability to engage and have empathy with all employees.
 | * Knowledge of Occupational Health and Safety management systems (e.g.HSG65/OHSAS18001).
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| Personal Qualities | * Able to work alone, as well as part of the team.
* Able to work under pressure, prioritise work and meet deadlines.
* Flexible approach to work.
* Committed to the principles of equality and diversity.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
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