

**Job Description**

**Job Title:** Senior Health & Safety Adviser

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Corporate Services

**Job Ref No:**

**Reports to:** Health & Safety Manager

**Purpose:**

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| * To contribute to the delivery of an effective Health and Safety service by providing specialist advice on health and safety, organisational review and policy, leading or working on specific projects/cases, to both internal and external organisations and partners.
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**Main Duties and Responsibilities:**

* To provide lead advice to complex service areas, directorates and partners
* To mentor and coach health and safety advisers and health and safety technical assistant
* Engage with health and safety advisers’ development with a systematic and determined approach
* To work on own with minimal supervision, and deal with both H&S and employee issues appropriately and confidentially.
* Recognise barriers to improvements in H&S performance and develop and agree with appropriate senior directorate/partnership managers appropriate action plans to resolve issues.
* Lead on specific complex corporate H&S issues, researching and designing appropriate systems, which fit the organisation and H&S legislative requirements
* Understand the health and safety context of the strategic and operational function of the Council and the ability to apply this to practical situations to develop management systems for high risk and or complex work areas.
* Positively influence organisational change, overcoming barriers to demonstrate perceivable improvement in health and safety management with minimal intervention of the H&S manager.
* Take complex risk-based decisions, with minimal coaching or reference to the H&S manager.
* Carry out project work or secondment to other teams as appropriate.
* Deputise for the Health and Safety Manager when required on corporate/cross-service working groups or meetings of external organisations.
* Clearly recognise, describe and manage professional competencies.
* Participate in an ad-hoc rota system being contactable/responding to emergency health and safety incidents out of hours.
* Contribute personally to the provision of professional health and safety services against the background of the Council’s objectives, guiding principles and equality policies, including the development of a positive safety culture where health, safety and welfare are regarded as integral to normal management functions.
* Provide management support to others working in the section. A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.
* Postholder responsibility for the implementation of Equal Opportunities policy in employment and service delivery.

**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

**November 2020**