

Job Description

Post title	Health and Safety Advisor
Grade	N8
Directorate	Operations
Team	People and Culture Team
Reporting to	Head of People and Culture
Responsible for	Allocated Colleagues

Job Purpose

To provide competent health and safety advice and support to the North East Mayoral Strategic Authority (North East MSA), ensuring compliance with statutory health and safety requirements and organisational policies. The postholder will work in partnership with Durham County Council under the Service Level Agreement (SLA) arrangements, supporting managers to create and maintain a safe working environment for employees, volunteers, service users and visitors.

The role will promote a positive safety culture through advice, training, monitoring, and continuous improvement activities across all North East MSA workplaces and services.

Duties and responsibilities

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

Health and Safety Advisory Service

- Provide professional health and safety advice and guidance to managers and employees.
- Support the implementation and monitoring of health and safety policies, procedures and systems.
- Act as the first point of contact on routine health and safety matters.
- Liaise with Durham County Council's Health and Safety Team under the SLA to ensure consistency of advice and best practice.

Compliance and Assurance

- Assist in ensuring compliance with relevant health and safety legislation, including:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations
 - Control of Substances Hazardous to Health (COSHH)
 - Fire Safety legislation
 - RIDDOR requirements
- Undertake workplace inspections and audits across service locations.
- Monitor completion of actions arising from audits, inspections and risk assessments.

Risk Management

- Support managers in completing and reviewing risk assessments.
- Provide advice on safe systems of work and risk control measures.
- Maintain records of risk assessments and monitor review dates.
- Assist with fire risk assessment action plans.

Incident Management

- Investigate accidents, incidents, near misses and dangerous occurrences.
- Identify root causes and recommend corrective actions.
- Ensure incidents are appropriately recorded and reported.
- Assist with RIDDOR reporting where required.

Training and Awareness

- Deliver health and safety briefings and awareness sessions.
- Support the development of health and safety training materials.
- Promote employee engagement and awareness of health and safety responsibilities.
- Assist with induction programmes to ensure health and safety compliance.

Reporting and Governance

- Produce regular reports on health and safety performance, trends and key risks.
- Attend relevant meetings and provide professional advice as required.
- Contribute to organisational health and safety action plans and improvement programmes.

Emergency Preparedness and Safety Representatives

- Coordinate and maintain the organisation's arrangements for Fire Wardens, First Aiders and Mental Health First Aiders (where applicable).
- Ensure sufficient numbers of trained Fire Wardens and First Aiders are in place across all North East MSA locations and services.
- Monitor training requirements and maintain accurate records of qualifications, refresher training and certification.
- Support Fire Wardens and First Aiders in carrying out their responsibilities and provide advice on good practice.
- Coordinate periodic emergency evacuation drills and review outcomes to identify areas for improvement.
- Oversee the inspection and monitoring of first aid equipment, first aid rooms and emergency response arrangements.
- Coordinate Personal Emergency Evacuation Plans (PEEPs) and workplace adjustment records.
- Coordinate Display Screen Equipment (DSE) assessments and workplace adjustment requests.
- Work with managers to ensure appropriate emergency procedures are in place and understood by staff and volunteers.
- Promote employee wellbeing initiatives that contribute to a safe and healthy working environment.
- Act as the organisational lead for the administration and monitoring of fire safety and first aid compliance requirements.
- To promote and implement the North East MSA's equal opportunities policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement 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.

Person specification: Health and Safety Advisor

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• NEBOSH General Certificate in Occupational Health and Safety or equivalent recognised health and safety qualification. • Evidence of continuing professional development in health and safety. • Educated to Level 3 or equivalent qualification and/or relevant professional experience.	• NEBOSH Diploma or equivalent higher-level health and safety qualification. • Membership of IOSH (TechIOSH, GradIOSH or CMIOSH). • Fire Safety or Risk Assessment qualification. • First Aid at Work qualification.
Experience	• Experience of providing health and safety advice and guidance within an organisational setting. • Experience of carrying out workplace inspections, audits and compliance reviews. • Experience of supporting managers in undertaking and reviewing risk assessments. • Experience of investigating accidents, incidents and near misses and making recommendations for improvement. • Experience of producing reports and monitoring health and safety performance. • Experience of delivering training, presentations or awareness sessions.	• Experience of working within a local authority, public sector, voluntary sector or community-based organisation. • Experience of coordinating Fire Wardens and First Aiders across multiple locations. • Experience of planning and evaluating emergency evacuation drills and exercises. • Experience of developing and reviewing health and safety policies and procedures.

		• Experience of working in partnership with external health and safety providers or under Service Level Agreements
Skills and Knowledge	• Sound knowledge of current health and safety legislation and best practice. • Knowledge of risk assessment methodologies and safe systems of work. • Knowledge of accident reporting and investigation processes, including RIDDOR requirements. • Understanding of fire safety management and emergency planning arrangements. • Understanding of first aid requirements within the workplace. • Ability to interpret legislation and provide practical, proportionate advice. • Excellent verbal and written communication skills. • Strong organisational and planning skills with the ability to manage competing priorities. • Ability to analyse information, identify trends and recommend solutions. • Proficient in Microsoft Office applications, including Word, Excel, Outlook and Teams. • Ability to build effective working relationships with managers, employees, volunteers and external partners.	• Knowledge of health and safety issues relevant to voluntary, community or public sector organisations. • Knowledge of contractor management and procurement-related health and safety requirements. • Understanding of wellbeing initiatives and their relationship to workplace health and safety.
Personal Qualities	• Professional, credible and approachable manner. • Strong commitment to promoting a positive health and safety culture. • Ability to work independently and use initiative. • Solution-focused and proactive approach to problem solving. • High level of integrity, discretion and confidentiality. • Commitment to equality, diversity and inclusion. • Flexible and adaptable approach to meeting organisational needs. • Ability to influence and support managers and employees at all levels.	