

Job Description

Post title	Workplace Health, Safety and Facilities Advisor
Grade	N8
Directorate	Operations
Team	People and Culture
Reporting to	Office and Facilities Manager
Responsible for	No direct line management responsibility

Job Purpose

To provide practical, proportionate health and safety advice and support across North East MSA's office-based and corporate workplace environments, helping to maintain safe, accessible and well-managed workplaces. The role will support day-to-day facilities-related compliance, including building safety, fire safety, first aid, Display Screen Equipment (DSE), workplace inspections, contractor coordination and routine monitoring across office locations.

The postholder will work closely with colleagues, managers, building management teams, facilities providers, contractors and Durham County Council under the Service Level Agreement (SLA) arrangements to provide advice, coordinate agreed activity, maintain records and support improvements to workplace health, safety and facilities arrangements across North East MSA office locations.

Duties and responsibilities

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

Office Workplace Health and Safety Advice

- Provide practical health and safety advice and guidance to managers and colleagues in relation to office-based and corporate workplace environments.
- Support the implementation and monitoring of proportionate health and safety policies, procedures and systems relevant to office, facilities and workplace services.
- Act as the first point of contact on routine workplace health, safety and facilities compliance matters.
- Liaise with Durham County Council's Health and Safety Team under the SLA to ensure consistency of advice, escalation of specialist issues and access to best practice.

Office and Facilities Compliance and Assurance

- Assist in ensuring compliance with relevant health and safety legislation and workplace standards, particularly in relation to office accommodation, building safety, fire safety, welfare facilities, first aid, DSE and contractor activity.
- Undertake regular office workplace inspections, facilities compliance checks and audits across North East MSA locations.
- Monitor completion of actions arising from inspections, audits, risk assessments, fire risk assessment action plans and facilities compliance reviews.
- Maintain clear records, action logs and evidence of compliance relating to office workplace safety and facilities management arrangements.
- Work with landlords, building management teams, facilities providers and contractors to resolve workplace safety, access, maintenance, cleaning, security and compliance issues.

Office-Based Risk Management

- Support managers to complete, review and maintain office-based risk assessments, including DSE, lone working, workplace layout, welfare, access, manual handling within office settings and visitor arrangements.
- Provide advice on practical and proportionate control measures for low-risk workplace activities and facilities-related issues.
- Maintain risk assessment records, review dates and action plans to support effective monitoring and assurance.
- Assist with fire risk assessment action plans, emergency arrangements, PEEPs and workplace adjustment considerations.

Workplace Incident Management

- Support the recording, review and investigation of office-based accidents, incidents and near misses.
- Identify causes, patterns and practical actions to prevent recurrence within office and workplace settings.
- Ensure incidents are appropriately recorded, monitored and escalated in line with organisational procedures and statutory requirements.
- Assist with RIDDOR reporting where required, seeking specialist advice through the SLA where appropriate.

Training, Awareness and Workplace Induction

- Deliver briefings, awareness sessions and guidance for colleagues and managers on office workplace health, safety and facilities compliance.
- Support the development of user-friendly guidance, checklists and communication materials for office safety, DSE, fire safety, first aid and emergency arrangements.
- Promote colleague engagement and awareness of individual and management responsibilities for maintaining a safe and healthy office environment.
- Support workplace induction arrangements for new starters, office moves, new premises and changes to workplace arrangements.

Reporting, Governance and Continuous Improvement

- Produce regular reports on office workplace health, safety and facilities compliance activity, including inspections, action plans, incidents, trends and key risks.
- Attend relevant meetings and provide practical advice on workplace safety, facilities compliance and office accommodation matters as required.
- Support delivery of agreed health and safety action plans, workplace improvement activity and assurance reporting.
- Use data, feedback and inspection findings to identify improvements to office workplace safety, accessibility, wellbeing and facilities arrangements.

Emergency Preparedness, Fire Safety and Workplace Support

- 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 North East MSA office locations.

- 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.
- Coordinate and monitor the inspection of first aid equipment, first aid rooms, evacuation equipment and emergency response arrangements.
- Coordinate Personal Emergency Evacuation Plans (PEEPs), DSE assessments and workplace adjustment requests, working sensitively with colleagues and managers.
- Work with managers, People and Culture, facilities providers and building management teams to ensure emergency procedures are in place, understood and kept up to date.
- Promote workplace wellbeing initiatives that support a safe, inclusive and healthy office environment.
- Coordinate the administration and monitoring of fire safety, first aid, DSE, PEEP and office workplace compliance requirements.
- Promote and implement North East MSA's equality, diversity and inclusion 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 colleagues are required to ensure they do not disclose personal and/or confidential information to anyone unless authorised to do so as part of their role.

All colleagues have responsibility for maintaining the confidentiality and security of information received, shared or created in the course of their work, including use of organisational 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 colleagues will participate in appraisal and development processes in line with organisational guidance.

The above is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and 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 through aspirational jobs, new skills and better homes. All colleagues are responsible for taking proactive steps to eliminate discrimination, advance equality of opportunity 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**

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.

Person specification: Workplace Health, Safety and Facilities 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.	• Fire Safety or Risk Assessment qualification. • First Aid at Work qualification.
Experience	• Experience of providing health and safety advice and guidance within an office, corporate workplace, public sector or facilities management environment. • Experience of carrying out office workplace inspections, facilities compliance checks, audits and action tracking. • Experience of developing and reviewing health and safety policies and procedures. • Experience of supporting managers to complete and review office-based risk assessments, including DSE, fire safety, workplace layout, welfare, access and low-risk workplace activities. • Experience of coordinating workplace fire safety, first aid, emergency evacuation, PEEP, DSE or similar office-based compliance arrangements. • Experience of working with facilities, estates, property, building management, landlords or contractors to resolve workplace safety and compliance matters. • Experience of producing reports, maintaining action logs and monitoring health, safety and facilities compliance performance.	• Experience of supporting office moves, new workplace mobilisation, hybrid working arrangements or multi-site corporate accommodation. • Experience of working in partnership with external health and safety providers, facilities providers or under Service Level Agreements.

Skills and Knowledge	• Sound knowledge of health and safety legislation and best practice as it applies to office-based and corporate workplace environments. • Knowledge of office-based risk assessment approaches, including DSE, fire safety, manual handling in office settings, lone working, workplace layout, welfare and accessibility considerations. • Knowledge of incident recording, review and escalation processes, including RIDDOR requirements where applicable. • Understanding of fire safety management, emergency planning, first aid provision, PEEPs and workplace evacuation arrangements in office environments. • Understanding of facilities management interfaces, including landlords, building management teams, contractors, cleaning, maintenance, security and workplace services. • 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, colleagues, facilities providers, contractors, building management teams and external partners.	
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 colleagues at all levels.	