

Health and Safety Advisor

Grade 9

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

The Health, Safety and Wellbeing Service forms part of People Services and part of the Corporate Services Directorate based in Stafford. The Health, Safety and Wellbeing Service support the county council, Staffordshire schools and partnership arrangements with the view to ensuring high standards of health and safety are maintained. The service also operates a traded function supporting schools and academies.

Reporting Relationships

Responsible to: Health Safety and Wellbeing Manager

Responsible for: No direct reports

Key Accountabilities:

1. Implement the Health, Safety and Wellbeing auditing programme and provide audit reports on completion of the individual audit.

2. Provide professional health, safety and wellbeing advice and guidance to County Council Service Managers/Head Teachers and customers.
3. Develop and maintain a close working relationship on all aspects of health, safety and wellbeing with Service Managers/Head Teachers to assist them to achieve the County's Health and Safety Standards.
4. Ensure legal requirements of health and safety in the workplace and safe working practices and procedures are always observed by the promotion of risk assessment and active accident prevention with a view to continuously improving standards in line with legislative changes and best practice. To assist managers with the development and monitoring of such procedures and practices.
5. Ensure that relevant accidents, acts of violence, work related ill health and liability claims are investigated; reports and recommendations are completed; and where necessary reported to the relevant authorities.
6. Assist in the development of health and safety training plans, course programmes and content and deliver training courses where necessary.
7. In accordance with the Personal Performance Review system, agree with the Health, Safety & Wellbeing Manager the setting of objectives and the measurements against which the Health and Safety Advisor will be assessed for level of achievement. Keep objectives under constant review and updated where necessary.
8. Assisting Managers/Head Teachers in the solving of complex problems relating to the moving and handling of objects and people which are practical and economic and assisting with documenting the relevant risk assessment or care plan.
9. Act as the key advisor to their nominated areas of responsibility (service, business unit or school).

10. Assist the Health, Safety and Wellbeing Service to achieve its key performance targets by monitoring one's own progress and implementation of their audit programme.
11. Lead on, or participate in, allocated project work.
12. Contribute to the production of the annual service/team plan and collect any relevant statistical information and also to aim to achieve compliance with the Council's key performance indicators.
13. Any other duties commensurate with the level of the post, subject to any reasonable adjustments under the Equality Act 2010.

Person Specification

Qualifications/Professional membership

- NEBOSH Diploma or NVQ Level 4 in Occupational Health and Safety (or recognised equivalent) which meets IOSH corporate membership requirements.
- Corporate membership of IOSH.
- Evidence of continuing professional development, CPD, through training, research-based practice and expansion of knowledge and experience.

Knowledge and Experience

- Considerable post qualification experience in a health and safety advisory capacity.
- Considerable experience in delivery of health and safety training.
- Experience of project management with practical outcomes.
- Experience of working in large local authority with multiple sites and high-risk activities.
- Proven experience of policy development and implementation.
- Possess a detailed specialist knowledge and understanding of health and safety legislation, British Standards, Approved Codes of Practice etc.
- Customer focused.

Skills

- Ability to communicate and negotiate effectively with managers and employees.
- Good written and verbal communication, with the ability to influence and persuade others.
- Professional judgement and team working skills.
- Focused on achieving outcomes and performance.
- Results oriented with high degree of self-motivation.
- Able to make sound judgements based on analysis of relevant facts.
- Ability to undertake research.
- Ability to network and maintain effective working relationships.
- Willing to self-develop personally.
- Possess a current and valid driving license and have use of a car for business use.

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.