

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Health and Safety Officer		
<b>Post No:</b>	P01328	<b>Grade:</b>	J
<b>Team:</b>	Health and Safety and Emergency Planning	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Health and Safety and Emergency Planning Manager		

### Overall job purpose:

In conjunction with the Corporate Health and Safety and Emergency Planning Manager, to fulfil the council's statutory "competent persons" role for the purposes of the Management of Health and Safety at Work Regulations.

Provide competent, timely, up-to-date and in-depth occupational safety and health expertise across the entirety of Council's services and operations, including the provision of advice, development and maintenance of Safety Management systems, associated subsidiary policies and processes, in order to meet the council's statutory duties and obligations under the Health and Safety at Work Act 1974 and associated regulations.

Actively promote a resilience and safety culture throughout the Council, assisting the Council to meet its duties and obligations under the Civil Contingencies Act 2004 and associated regulations.

To actively and effectively contribute to the performance of the Health and Safety and Emergency Planning Team service functions and to be personally responsible for the achievement of allocated appraisal, team, service and business plan targets.

### Key areas of focus:

1.	Provide assistance to fulfil the council's statutory "competent persons" role for the purposes of the Management of Health and Safety at Work Regulations.
2.	Provide competent, timely, in-depth and up to date occupational safety and health expertise across the entirety of council operations, providing support to all levels.
3.	Carry out planned and ad-hoc audit, monitoring and inspection activities across the full breadth of the council's operations and activities, including those carried out by third parties.
4.	Make cost effective and practical recommendations for improvements to processes, procedures and control measures to improve and enhance the management of health and safety risk.
5.	Respond to and investigate work related accidents and near misses, including liaison with, and response to, enforcing authorities and making statutory RIDDOR notifications.

6.	Provide safety input to the procurement of major contracts.
7.	Organise and deliver health and safety training activities, including maintaining schedules of first aiders and fire marshals.
8.	Attend, and in some cases lead, on corporate working groups, to bring a health and safety perspective.
9.	Manage the corporate schedule of potentially violent customers in accordance with the Data Protection Act, organising, and being a member of, the panel that considers cases.
10.	Support the council's arrangements for complying with the Civil Contingencies Act 2004, including planning for, and responding to civil emergency and business continuity incidents.
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.

## Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Level 3 NEBOSH General Certificate in Health and Safety or equivalent.	x		AP
Level 5 NEBOSH Diploma in Occupational Health and Safety Practice or equivalent.		x	AP
Experience of providing in depth and high level safety support in a functionally diverse organisation.	x		AP/AS/IN
Extensive experience of assessing risk, recommending and collaboratively developing practical and cost effective responses and control measures.	x		AP/AS/IN
Experience of working in an organisation that is a responder under the Civil Contingencies Act 2004.		x	AP/IN
Experience of managing demanding and conflicting priorities and workloads to deadlines.	x		IN
Experience of delivering health and safety in local government or other public sector organisation		x	AP
<b>Knowledge</b>			
High level of computer literacy, including MS Office applications.	x		AS
Develop and maintain safety related policies and procedures, including relevant engagement and negotiation.	x		AP/IN
Wide knowledge of health and safety law and regulations at an advanced level in a complex organisation.	x		AP/AS/IN
General knowledge of emergency planning and business continuity management.		x	AP/AS/IN

<b>Skills and abilities</b>			
Ability to break down complex issues to help develop practical solutions.	x		AS/IN
Ability to assimilate, analyse and interpret information and to form judgements quickly and effectively	x		AS/IN
Good interpersonal skills, including the ability to engage others, be assertive, collaborate, and build effective teams across functional areas.	x		AS/IN
Competent presenter, with the ability to present to diverse audiences.	x		AS/IN
Able to chair meetings and working groups.	x		AS/IN
Ability to consult, negotiate, and persuade others to take on board and adopt recommendations made.	x		AS/IN
Comfortable working independently and using own initiative and knowledge without reference to others.	x		AS/IN
<b>Other attributes</b>			
Tact, discretion and confidentiality, particularly when handling employee information or protectively marked documents.	x		AS/IN
Must be able to wear personal protective equipment and as required.	x		IN
Must be able to drive, with a valid UK driving licence and access to a vehicle.	x		AP
Must be able to enter areas such as basements, roofs and plant rooms, and to work outside in adverse weather conditions.	x		AS/IN
Must be able to work outside of working hours from time to time, and to be part of a standby rota for emergency planning if required.	x		IN
Experience of dealing with people affected by accidents or incidents in a calm and professional manner.	x		AP/AS/IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.