

Role Title	Health and Safety Advisor
Job Family	Corporate Development
Pay Scale	PO6
Oracle Position Number	
Date Prepared	May 2018 (reviewed January 2024)
The Health & Safety Advisor will provide practical advice, guidance and support to the Council on the implementation of the health and safety policy and management system. This role will report to the Head of Health, Safety and Wellbeing.	
<i>Generic Accountabilities</i>	<i>End Results/Outcomes</i>
Provide advice and make recommendations based on up to date specialist knowledge and analysis / evaluation of information. Manage escalated or complex customer issues within the specialist area.	Specialist expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility. Issues are managed through to a satisfactory conclusion. Risk to the Council is minimised.
Contribute to the development of service plans to meet strategic business goals.	Strategic and operational input is provided to wider business planning and development. Customer needs are identified. Services meet legislative and policy requirements.
Research developments in specialist area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.	Specialist information / data are managed efficiently and accurately. Accurate and relevant information / reports / documentation are produced. Trends and issues are identified and prioritised. Statutory and procedural obligations are fulfilled. Management decision making is supported.
Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.	Changes to systems, policies and / or procedures are identified and recommended. All updates, amendments, developments are tested and approved prior to delivery. Customers receive prompt, accurate policy / procedural updates. Service standards are improved.
Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.	Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues. Agreed improvements are developed, delivered and evaluated. Issues and recommendations are brought to the attention of senior managers. Benchmark against best practice authorities and centres of excellence.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales. Evidence based recommendations are made.

Manage a portfolio of Projects and Reviews Lead on specific projects as required.	Projects are delivered to agreed specification, timescales and budgets. Change initiatives are successfully integrated and implemented across all impacted service areas. Value for money is achieved. Ongoing savings secured.
Co-operate with and support colleagues.	Colleagues are supported. Required information is provided.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
<i>Role-specific Accountabilities</i>	<i>End Results/Outcomes</i>
Providing advice, guidance and support to Council employees regarding the interpretation and implementation of health and safety policies and procedures.	Appropriate advice is given to stakeholders
Providing advice, subject matter expertise and technical support on the completion of risk assessments.	Ensuring case resolution and high levels of customer satisfaction.
Conducting audits of Council premises and activities in accordance with the health and safety audit programme, and monitoring progress with resulting action plans.	Ensuring a consistent approach across the Council to how we deliver HS&W.
Providing in-house training as per the health and safety training matrix and provision of bespoke packages where required in accordance with experience and skills.	Mandatory training is available to LBWF staff
Conducting Investigations of accidents, ascertaining underlying causes and making recommendations for prevention of reoccurrences.	Incidents are satisfactorily investigated and appropriate remedial action is identified
Undertaking person-specific assessments where such assessments are outside the skills and experience of people managers, such as ergonomic assessments of computer workstations, personal emergency evacuation plans etc.	To ensure that staff who have specialised requirements are assessed.
Attend local health and safety committee meetings as requested by Building Managers.	To ensure that local H&S committees are functioning in an appropriate manner.
Provide specialist subject matter expertise on subjects within the scope of knowledge and experience, e.g. fire safety, asbestos management, legionella / water hygiene.	Ensuring the Council are adequately advised on areas of specialist knowledge

Provide information and data on area of expertise to other members of the team as required	To assist the team in ensuring appropriate advice is given on all areas of HS&W.
<i>Nature of Contacts</i>	
<p>Frequent contact with Head of Health, Safety and Wellbeing, Heads of Service and senior representatives from external organisations in the public, private and voluntary sector.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p> <p>Interaction with others and the ability to successfully influence and motivate are fundamental to the role.</p> <p>Responsible for liaising with consultants, external contractors and organisations such as IOSH and the HSE</p>	
<i>Procedural Context</i>	
<p>Reports to: Head of Health, Safety and Wellbeing</p> <p>Responsible for providing professional HS&W advice to the Council's service functions staff and visitors. To manage a personal case load ensuring appropriate HS&W advice is given.</p>	
<i>Key Facts and Figures</i>	
The post will involve all-weather site visits on demand.	

Resourcing Budget Responsibilities: N/A Supervisory Responsibilities: assist in managing the H&S assistant and Apprentice and will be required to manage projects.

Competency Level: Principal Officer/Manager			
Knowledge, Skills and Experience			
	1. NEBOSH National Certificate in Occupational Safety & Health; or NVQ Level 3 in Occupational Health & Safety Practice	Essential	
	2. NEBOSH National Diploma in Occupational Safety & Health; or NVQ Level 6 in Occupational Health & Safety Practice	Essential	
	3. Member of the Institution of Occupational Safety and Health with Certified status ("Cert IOSH"); or Chartered Member (CMIOSH); or Full Member of the International Institute of Risk & Safety Management ("MIIRSM").	Essential	
	4. CFPA Diploma in Fire Prevention; or NEBOSH National Certificate in Fire Safety and Risk Management	Desirable	
	5. Health & Safety Internal Auditor qualification.	Desirable	
	6. Experience in a similar role	Essential	
	7. Excellent communication and presentation skills	Essential	
	8. Ability to engage effectively at all levels of an organisation	Essential	
	9. Excellent IT skills with a good working knowledge of Microsoft Office packages.	Essential	

Qualifications
Educated to degree level or equivalent standard
Qualified member of IOSH, or full member of IIRSM.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.