

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Health & Safety Advisor	JEID	N0218
Salary Grade:	Scale L		
Team:	Health & Safety		
Service Area:	People Relations, Enabling Services		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead – Health & Safety		
Responsible for:	Health, Safety and Wellbeing Advisor(s) as identified on the current structure chart		

Role Purpose

To lead, co-ordinate, maintain and monitor a proactive health and safety function, to enable managers across Warwickshire County Council to discharge their statutory and moral duties; and contribute to the County Council's aims/objectives and corporate framework.

Provide health and safety related services which supports and advises management in enabling employees to carry out their responsibilities.

To promote and develop the County Council's Health and Safety Management System, through the support and leadership of Health and Safety Advisors, making sure that Corporate and Directorate objectives are met in accordance with relevant legislation, corporate and professional standards.

To promote a positive health, safety and wellbeing culture.

Role Responsibilities

To assist the Health & Safety Team Lead in the delivery of the strategic health and safety framework to achieve and maintain excellent health and safety management and performance.

To work in collaboration with the Health & Safety Team Lead and the Health & Safety Technical Specialist to co-ordinate Health & Safety Advisor's duties to

ensure best utilisation of skills and balance of workload as appropriate to the needs of the County Council.

To deputise for other Health & Safety Team Lead and Health & Safety Technical Specialist in their absence.

To oversee the Directorates health & safety arrangements and advise the directorate Strategic Director on relevant health, safety and work-related wellbeing matters.

In collaboration and with endorsement by the directorate leadership team, develop and implement the corporate health & safety framework, key performance indicators, and actions.

To act as a 'lead' for a specific health and safety topic, or task, or Service, County wide, as directed by the Health & Safety Team Lead

To assist in the development, consultation, implementation, evaluation and review of health & safety policies, arrangements, procedures and effective management practices, which contribute to a successful health and safety management system.

To ensure that all corporate health & safety policies are implemented within the directorates and teams so as to ensure the consistent implementation of WCC's health and safety management system and thus ensure the health, safety and wellbeing of employees, non-employees; and to ensure legal compliance. Where relevant, develop specific directorate health & safety, and workplace wellbeing procedures, arrangements, and guidance that is specific to that directorate and the service areas undertaking.

Provide specialist health & safety advice and support through meetings (such as team meetings, project meetings, non-project meetings), site visits, workplace inspections, audits, day-to-day ad hoc queries/requests for advice, etc as relevant/required, to managers and employees to ensure that legislative requirements are met, best practice is promoted and a positive culture embedded.

To undertake duties and responsibilities as detailed within the WCC Health and Safety Policy, WCC's topic based health, safety and wellbeing policies, and other WCC policies and procedures as relevant.

Ensure the implementation and monitoring of the agreed health, safety and workplace wellbeing key performance indicators and actions/ targets.

To advise managers on statutory health surveillance requirements where relevant.

To produce and present quarterly health & safety performance reports to the directorate Strategic Director and Corporate Health & Safety Team Lead. This includes, but not limited to, collating and analysis of incident statistics along with recommended suitable prevention

strategies to improve health and safety performance and reduce the number of incidents.

Notify the Health & Safety Team Lead any serious incidents, and enforcement/ correspondence by external enforcement agencies immediately. The post holder will be required to liaise with the HSE, other enforcement agencies and external safety organisations as necessary. This may involve acting as the lead advisor for liaison with HSE during their investigations so as to ensure that all relevant information is collated and a proactive and robust response is prepared in a timely manner.

To ensure the health and safety aspects of personal injury claim management are rigorously scrutinised, working alongside the internal insurance team, external lawyers and the HSE as required.

In accordance with the WCC Workplace Inspection Policy, ensure that premises/ part of premises occupied by services employees are regularly inspected and actions taken as necessary.

To ensure all accidents, incidents, near misses, diseases, and dangerous occurrences, are reported in line with legislative requirements/WCC policy, and that appropriate reportable accidents are notified to the Health and Safety Executive as appropriate, and that appropriate investigations are undertaken and recorded with the aim of identifying action to prevent a recurrence.

To represent a service through attendance at relevant internal health and safety meetings/committees so as to provide technical and professional advice on a variety of health and safety issues, policies, arrangements, procedures and practices.

To attend the Health and Safety Joint Consultative Committee and any other relevant health and safety committees/ meetings.

To attend any external health & safety meetings as relevant for the teams activities.

To encourage, promote and develop partnership working where relevant (e.g. colleagues from across HR, other Groups, Trade Unions, Health, facilities management, property risk, and staff consultative groups, etc...)

To provide and deliver corporate health & safety training within own competency and plan and provide a schedule of training courses to meet the council employees needs and as agreed by the Health & Safety Team Lead

To actively monitor health & safety issues both within the council, and generally within the profession and to ensure that appropriate advice is provided, lessons are learnt and disseminated as appropriate and in accordance with health and safety legislation and health and safety national guidance.

To undertake corporate audits in accordance with the WCC Audit procedure; and to undertake service/ local/ specific audits as necessary to monitor performance and identify areas for improvement.

To work proactively and positively to raise the profile of health & safety and the Health & Safety service

Maintain personal competence on an ongoing development basis.

To undertake any other duties as required of the postholder commensurate with the grade of the post.

Post holder will be accountable for carrying out all duties and responsibilities with due regard to the County Councils Equal Opportunities Policy.

Duties which include processing of any personal information must be undertaken within the corporate information management/ data protection/ confidentiality guidelines.

Special Factors

(a)

The nature of the work may involve the post-holder carrying out work outside of normal working hours.

(b)

The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the service.

(c)

Expenses will be paid in accordance with the Local Conditions of Service.

(d)

Casual car user status will apply.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Qualified to NEBOSH Diploma or equivalent (for example, BSc, MSc).	A/D
To be a member of the Institution of Occupational Safety & Health holding CMIOSH status or working towards it Demonstrate commitment to continuing professional development Holds a Train the Trainer certificate (PTLLS or CIEH equivalent)	A/D

Have professional health & safety experience within a large diverse public or private sector organisation, which preferably includes activities/ significant risk areas as per the WCC directorates and services the post holder will be advising. To have leadership experience	A, I, D
Substantial knowledge of health and safety legislation and its application within a multi-disciplinary environment	A, I, D
A proven track record of: - providing professional, technical and practical health, safety and workplace wellbeing advice to all levels of an organisation incorporating the sensible risk management approach - undertaking inspections, audits, accident/ incident investigations and assessment of risk - Extensive experience as a health and safety professional working at strategic and operational level to provide health, safety and wellbeing advice to senior managers and evidence a track record of achievements - Ability to identify, develop and deliver health and safety / workplace wellbeing	A, I
Able to effectively lead and support Health and Safety colleagues	A, I
Demonstratable evidence of consistently taking a lead in developing a health and safety function	A, I
The ability to audit, monitor and review health and safety management at a corporate, directorate and service level.	A, I
Able to identify hazards, assess risks and advise on control measures to prevent/protect against significant risks, having regard to the hierarchy of controls and sensible risk management	A, I
Ability to: - read, understand and interpret relevant health and safety legislation, Approved Codes of Practice, and guidance - collect and interpret technical data, undertaken analysis and evaluation and present information/results in an easily understandable format. - convey information both verbally and written - effectively plan and organise own workload to meet targets, deadlines, actions; prioritising to satisfy competing demands and urgent issues. - deliver health and safety training - lead and support health and safety professionals - travel throughout the County. Must hold a valid driving licence.	A, I, D
To have: - excellent communication skills that demonstrates ability to work with managers and employees at all levels of the organisation - good ICT skills with experience of MS word, Excel and PowerPoint and Teams	A, I
To be self motivated, able to work under pressure with minimum supervision	A, I

Desirable Criteria

Assessed By:

Experience in Local Government	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use(call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	