

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:	Health and Safety Advisor	JEID	N0219
Salary Grade:	Scale I		
Team:	Health and Safety		
Service Area:	HR & Organisational Development		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead, Health and Safety		
Responsible for:	N/A		

Role Purpose

To ensure comprehensive health, safety and wellbeing procedures are developed, implemented, maintained and monitored in accordance with legislative compliance and corporate policies and standards.

To undertake focused work across all Directorates as directed by the Team Lead to ensure the corporate framework and Directorate action plans are met.

To advise managers on the implementation of health, safety and wellbeing policy and strategy to ensure a safe, healthy and supportive working environment for employees and others who may be affected by WCC's undertaking.

To support and assist in implementing the Our People Strategy.

To promote a positive health, safety and wellbeing culture.

Role Responsibilities

To work flexibly, assist and undertake work as directed by the Team Lead and Senior Health and Safety Advisor across all Directorates so as to ensure a coordinated and consistent approach to achieve the corporate health, safety and wellbeing framework, strategy, KPI's and Group aims/objectives.

To advise managers on their responsibilities for health, safety and wellbeing duties (for example, by advising them on the risk assessment process and risk prevention/ reduction strategies).

To undertake specific health, safety and wellbeing audits as required across all services across the county

To initiate and support managers with workplace health and safety inspections as required.

To ensure that good health, safety and wellbeing practice is identified and shared across all services to improve consistency, through the provision of advice to managers and consultation with them.

To act as a point of contact for managers and employees on a wide range of daily health, safety and wellbeing enquiries, providing advice, guidance and practical solutions where appropriate and as directed.

Where required, monitor, investigate and evaluate activities/services and data to ensure legislative compliance and best practice is adhered to and followed.

To deliver, coordinate and evaluate health, safety and wellbeing training as necessary and attend training courses to ensure competency. Under the direction of the Team Lead and Technical Specialist commission training where necessary.

Assist in the development of action plans with the responsible manager and monitor their progress as allocated by the Team Lead.

To act as a 'lead' for a specific health, safety and wellbeing topics, or tasks, County wide, as directed by the Team Lead and Senior Health and Safety Advisor.

To contribute to the operation of the Health and Safety team through attendance at meetings and liaison with employees, managers, external agencies and organisations as directed by the Team Lead and Senior Health and Safety Advisor.

Assist in the monitoring of the implementation of corporate health, safety and wellbeing documentation, practices and systems within Directorate/ business units/teams and advise the Senior Health and Safety Advisor of any areas requiring change.

To monitor accident statistic's, advise on their completion and advise/undertake investigations as necessary.

To ensure that all accidents are properly reported (including the completion of all relevant associated documentation) and investigated in a timely manner, with a view to recommending action to prevent recurrence.

Ensure that advice given is in accordance with the corporate framework, strategy, policies and standards.

Advise and support managers through the risk assessment process.

Advise and support managers and staff with workstation and/or workplace assessments where appropriate.

Maintain personal competence on an ongoing development basis.

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).

Assessed By:

Essential Criteria

Hold the NEBOSH National General Certificate in Occupational Health and Safety To be a member of the Institution of Occupational Safety & Health (IOSH)	A, D, I
At least one year's health and safety experience, preferably within a large, diverse and complex organisation	A, I,
Have knowledge and a thorough understanding of current health and safety legislation and its application within the workplace	A, I,
Have good knowledge and understanding of wellbeing and wellbeing initiatives	A, I
To have experience in preparing and delivering health and safety training	A, I
Demonstrate ability to undertake health and safety workplace inspections, audits and specific risk assessments	A, I
Excellent communication skills both verbal and written. Demonstrate ability to work with managers and employees	A, I
To be fully conversant with the risk assessment application process incorporating the sensible risk management approach	A, I
Ability to read, understand and interpret relevant health and safety legislation, Approved Codes of Practice, and guidance Ability to formulate and implement policy, arrangements and procedures	A, I
Good ICT skills with experience of Microsoft Office 365 solutions and applications to include Teams, One Drive and SharePoint alongside MS word, Excel and PowerPoint	A, I

Experience of health, safety and wellbeing issues in the workplace and of providing relevant advice to managers/ employees	A, I
Ability to work as a team and be self-motivated and able to work on own initiative	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving license and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D

Desirable Criteria

Assessed By:

Working towards NEBOSH Diploma or equivalent	A, I, D
Experience implementing workplace wellbeing initiatives	A, I
Experience of working within the public sector or within similar occupational groups	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 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 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):	