

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Corporate Health and Safety Unit
POST:	Health and Safety Advisor
GRADE OF POST:	Grade 10
RESPONSIBLE TO:	Principal Health and Safety Officer

JOB PURPOSE:

To provide competent professional advice and guidance on all operational health, safety and wellbeing issues.

Promoting a positive safety culture with sensible risk management practices.

Support and assist in the development, implementation and application of policy, protocol, procedure, guidance and safe working practices to ensure compliance with legislation and best practice.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide competent advice and guidance on health and safety issues to ensure compliance with current legislation and best practise.
- Provide advice and support and mentor managers to discharge their health and safety responsibilities, and deliver improvement.
- Support the production and implementation of policies, protocols, procedures and guidance.
- Lead on complex risk assessments and the development of appropriate control measures.
- Identify, prepare and deliver relevant health and safety training and advise on relevant competency standards.
- Audit, monitor and review health and safety performance, report outcomes, and support managers to address concerns.
- Undertake complex accident investigations to determine appropriate recommendations to prevent future injuries.

- Investigate employer and public liability claims and produce a portfolio of evidence for consideration by the council's insurers/loss adjusters, and liaise with the Council's Insurance Officer.
 - Support health and safety committees and managers meetings, including the provision of performance reports.
 - Liaise and participate with external partners e.g. Health & Safety Executive, Shared Regulatory Services, Solicitors, during formal inspections and interventions, external investigations, and in respect of enforcement action.
 - Assist/liaise with the Principal Health & Safety Officer e.g. on corporate priorities, business planning, directorate specific projects and the collation of performance management information.
 - Undertake any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.
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GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification
Health and Safety Advisor

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Possess the National Examination Board of Occupational Safety and Health (NEBOSH) Diploma or equivalent • A member of Institute of Occupational Safety and Health 	<p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Thorough knowledge of health and safety legislation and best practice. • Relevant experience of working in a health and safety environment within a multi-service organisation. • Experience of health and safety auditing, inspection, monitoring and evaluation. • Experience of undertaking thorough investigations including accident, incident and near miss. • Able to demonstrate outcomes of improving health & safety performance in 'key risk' areas in a challenging environment. • Understanding of health and safety management systems and their application within a multi-service organisation. • Experience of compiling comprehensive evidential reports in response to insurance liability claims or other investigations 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

	<ul style="list-style-type: none"> • Good understanding of health and safety issues in a local authority setting • Experience of providing competent advice and guidance on specialist tasks, systems, or procedures. • Experience of developing, implementing, and revising health and safety policy, procedure and guidance. • Experience of achievement of Health and Safety compliance in the workplace. 		
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work co-operatively with colleagues and others to implement process improvements. • Good understanding of the importance of sensible risk management. • Recognition of a personal responsibility and accountability to discharge health and safety duties and maintain professional standards. • Ability to undertake detailed investigations and assessments and present accurate findings. • Good level of IT literacy. • Ability to interpret and communicate legal requirements clearly for all employees and managers. • Ability to negotiate and influence outcomes in a challenging environment. • Ability to demonstrate good planning and organisational skills. • Ability to make sound judgements and to justify decisions in a professional manner. 		

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| | <ul style="list-style-type: none">• Ability to think clearly analyse data, present accurately and pay attention to detail.• Ability to investigate and problem solve• Ability to work flexibly and proactively.• Ability and a willingness to develop and deliver health & safety information, instruction and training programmes.• Ability to adopt a confidential approach to all matters.• Ability to work both as part of a team and individually.• Committed and reliable.• The ability to communicate through the medium of Welsh. | | |
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