**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Health and Safety Advisor | **Grade**:  PO3/4 |
| **Section:**  Health and Safety | **Directorate:**  Resources |
| **Responsible to following manager:**  Head of Health and Safety | **Responsible for following staff:** |
| **Post Number/s:** | **Last review date: April 2019** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* The Post holder is responsible for helping to ensure the continued compliance with health, safety and welfare statutory requirements and business best practice throughout Richmond and Wandsworth Councils, working as part of the Health and Safety Team.

**Specific Duties and Responsibilities**

* Conducting health and safety audits and inspections of Council workplaces following a planned programme. Producing written reports showing qualitative and quantitative assessments and an Action Plan to be produced within 5 working days of the visit. Making timely formal follow-ups of Action Plans produced following inspection and audit visits.
* Providing focussed information to Directorate Health and Safety Liaison Officers and Directorate staff acting in a health and safety focal point role and supporting them in their role ensuring a uniformity of approach across the Councils. Providing professional advice, both written and verbal, to all areas of the Councils on health and safety matters enabling them to fulfil their health and safety related roles and responsibilities. Promoting and developing a positive health and safety culture amongst staff by providing a practical approach to health and safety management, identifying realistic cost-effective solutions to potential health and safety related problems.
* Carrying out Fire Risk Assessments (FRA) and Disability Access Audits at sites both within and external to the Boroughs. This in-depth specialist work involves a full audit of existing provision and recommendations for improvement. The FRA is a statutorily required document and is subject to scrutiny by the Fire Enforcing Authority.
* Ensuring that a continuing programme of health and safety training is developed and delivered both at Headquarters locations and on-site and that individual briefings and presentations are prepared as required to enable the Councils to ensure its managers and staff have the necessary competence to fulfil their health and safety responsibilities. The post holder will be expected to complete any necessary “train the trainer” to enable him/her to deliver required training, for example, ladder safety.
* Supporting managers in developing and maintaining robust risk assessments and providing specialist training and guidance where required. Identifying appropriate cost effective and pragmatic actions to mitigate any risks identified ensuring such assessments are proportionate to the overall level of risk.
* Ensuring the accident and incident database is up to date and the reporting of incidents to enforcing authorities in in compliance with statutory requirements. Assisting establishments in the investigation of accidents, assaults or dangerous occurrences producing a written report where required.
* Maintaining an excellent professional working relationship with colleagues both health and safety and occupational health, Directorate Health and Safety Liaison Officers and with Trade Union Health and Safety Representatives. Developing excellent professional working relationships with all areas of the Councils both at Headquarters and in the outfield (schools, sheltered housing, sports facilities, etc.)

**Additional Duties and Responsibilities for progressing to grade PO4**

* Obtaining Chartered membership of a recognised professional body, for example, CMIOSH.
* Obtaining membership at an appropriate level of a recognised fire engineering body, for example, Institution of Fire Engineers.
* Working with outside bodies to market health and safety services, for example to other Boroughs thus producing a sustainable revenue stream.
* Assuming line management responsibility for the Health and Safety Support Assistant.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* Maintaining professional knowledge and skills and keeping abreast of new developments in the field of health and safety, both statutory and best practice. Participating in formal Continuing Professional Development.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* The Health and Safety Team is located in the Wandsworth Town Hall but staff will work across both Richmond and Wandsworth Boroughs, being within the Richmond Town Hall for one day on alternate weeks.

**Team structure**

**Person Specification**



Assistant Director of Resources

(

Financial Services

)



Head of

Health and Safety



Health and Safety

Advisor



Health and Safety

Advisor



Health and Safety

Officer



Health and Safety

Officer



Health and Safety

Support Assistant

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| **Post Number/s:** | **Last Review Date:** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| In depth and current knowledge of health and safety law acquired through a relevant course such as the NEBOSH Diploma in Health and Safety | C/I |
| Member of a relevant professional body, for example, the Institution of Occupational Safety and Health. | A/I |
| **Experience** | |
| At least 2 year’s work experience (for PO3) and at least 5 year’s experience (for PO4) in a relevant health and safety role preferably within a LA environment | A/I |
| Experience in audit and inspection of workplaces covering a diverse range of offices, schools, sheltered housing, plant and boiler rooms, etc. both belonging to the Council and small commercial enterprises | A/I |
| Experience in health and safety training to staff at all levels | A/I |
| Experience in accident reporting and investigation and the management of accident databases being able to analyse data and produce statistics | A/I/T |
| Experience in risk assessment being able to act outside the box to provide pragmatic and cost-effective advice to clients | A/I/T |
| **Skills** | |
| Has a high level of communication skills, both orally and in writing, with individuals at all levels of the organisation | I |
| Able to assimilate complex information and tailor this to the needs of the client when providing advice and support | I |
| Able to work in a busy environment with conflicting demands and interruptions whilst maintaining a professional attitude | I |
| Able to deal with sensitive and confidential information understanding the practical application of confidentiality and diplomacy | A/I |
| Understanding of the Council’s equality and safeguarding policies | I |
| **Qualifications** | |
| NEBOSH Diploma in Health and Safety or equivalent | C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**