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

**Job Description**

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| **Job Title:**  Senior Health and Safety Advisor | **Grade**:  PO6 |
| **Section:**  Health and Safety | **Directorate:**  Resources |
| **Responsible to following manager:**  Head of Health and Safety | **Responsible for following staff:**  Health and Safety Officer and Health and Safety Support Assistant |
| **Post Number/s:**  A1653 | **Last review date:**  August 2022 |

**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**

* In the absence of the Head of Corporate Health and Safety and/or Corporate Health and Safety Manager deputising as necessary and acting as the legally competent person and professional adviser to the Senior Leadership Team and Chief Executive as required on all aspects of health, safety and welfare which may affect the Council’s services.
* Champion, devise and implement the health and safety strategy in respective parts of the council, developing tailored improvement initiatives in line with this.
* To work with the organisations services and teams to achieve the strategic health and safety objectives.
* To provide specialist expert advice to ensure health and safety compliance is implemented across the SSA, to comply with the legal requirements and reduce to the potential for enforcement action.
* To support the Head of Health and Safety to manage, guide and support the individual team members to deliver the objectives of the organisation and the team.
* To directly line manage the Health and Safety Officers, to include setting annual targets, monthly supervision and monitoring of achievement of overall performance.
* To provide cover for the Head of Health and Safety during leave or when other circumstances dictate, including providing expertise to the organisation and senior management on health and safety legislative matters.
* To interpret new and updated health and safety legislation and industry guidance and create complex policies for the councils to implement and achieve compliance with the law.
* Supervising and conducting health and safety audits and inspections of Council workplaces following a planned programme. Producing written reports showing complex 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 expert 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.
* Take control and assisting establishments in the investigation of serious accidents, assaults or dangerous occurrences producing written investigation reports where required and identifying urgent appropriate actions to prevent reoccurrence and further harm.
* 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.)
* To support the implementation of significant new legislation and major procedural changes involving intensive application of professional and managerial skills.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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**

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**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 or degree in Occupational Health and Safety / Workplace Risk Management | C/I |
| Suitable qualification and experience of training or teaching adults | C/A |
| Senior member of a relevant professional body, for example, the Institution of Occupational Safety and Health (IOSH), IFE. | A/C/I |
| Knowledge of managing budgets | **I** |
| **Experience** | |
| At least 3 year’s work experience in a relevant health and safety role. Preferable public sector and/or within an 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 |
| Significant experience of successfully managing own workload and supporting others in an environment where deadlines and priorities frequently change and are often conflicting. | A/I |
| Experience of line managing a small team | 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 |
| Experience in risk assessment being able to act outside the box to provide pragmatic and cost-effective advice to clients | A/I |
| **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 |
| Ability to analyse an emergency situation and provide expert advice to manage an incident and prevent further harm | I |
| Able to make decisions in a pressured environment to reduce risks of harm or litigation | I |
| Able to establish and develop positive relationships both internally and externally to promote confidence and collaborative working | A/I |
| Able to work in a busy environment with conflicting demands and interruptions whilst maintaining a professional attitude | I |
| Able to quickly interpret the [RIDDOR](https://www.hse.gov.uk/riddor/) legislation to ensure prompt and accurate reporting to the Health and Safety Executive (HSE) on behalf of the organisation | A/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** | |
| Degree, NVQ level 5 or NEBOSH Diploma level qualification in Occupational Health and Safety | C |
| Teaching or training for adults | C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**