**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTON**

**Department:** Corporate Resources **Location:** Borough Wide

**Section:** Risk and Audit **Job Evaluation No.** A4517

**Post:** Health and Safety Adviser

**Grade:** H

**Responsible to: Health & Safety Senior Officer**

**Responsible for: None**

**JOB PURPOSE:**

Assist the Health and Safety Senior Officer in providing advice and support on Health, Safety and Wellbeing matters, ensuring compliance with all relevant Health and Safety legislation.

Support the delivery of the Council’s Health and Safety Strategy.

Provide formal feedback to management on the significant findings of any audit and identify practical recommendations to address weaknesses identified.

**MAIN DUTIES:**

* The post holder will assist the Health and Safety Senior Officer and other health and safety advisers to drive the health and safety strategy across the Council, including ensuring there is an effective framework of up to date policy and guidance for staff members to follow.
* Conduct audits and reviews to ensure compliance with occupational health and safety legislation and best practice to an approved plan and methodology.
* Identify areas of non / partial health and safety compliance, providing guidance and support to bring about remedies within recommended timescales. Assist the Health and Safety Senior Officer in the development of policies and guidance for staff on health and safety issues.
* Support the development of regular communication on health and safety matters to improve health and safety culture within the organisation.
* Provide advice and support to the Council on health and safety to ensure colleagues meet their responsibilities within the corporate health and safety policy.
* To monitor the incident reporting system, providing advice in relation to improved control measures and investigations.
* To assist sectional managers with investigations of all RIDDOR investigations, to identify lessons learned.
* Under the guidance of the Health and Safety Senior Officer, undertake a planned agreed inspection regime, of the Council’s buildings and land to ensure risks such as asbestos, legionella, gas safety, electrical safety, control of contractors, hot works, lifts etc. are effectively managed in accordance with good practice and legislation.

* Ensure that suitable and sufficient risk assessments, safe systems of work and records of all training are held for each of the Council’s operational functions.
* Assist the schools health and safety adviser in the provision of advice, guidance and support to maintained schools and others with a service level agreement for health and safety.
* Assist the schools health and safety adviser to review and approve overseas school visits using the Evolve system, whilst keeping that system updated.
* Assist with the development of a health and safety improvement plan for the Council.
* Maintain up to date knowledge of relevant Health & Safety legislation and best practice as well as providing updates on changes in legislation.
* Assist in the design and approval of a health and safety training plan for the Council derived from a training needs assessment.
* Undertake health and safety training as required.
* Coordinate and maintain the administrative function of the health and safety team, including payment of invoices, data cleaning and housekeeping of the electronic filing systems.
* Assist the Health and Safety Senior Officer in any other reasonable duty that may be required.

**GENERAL:**

This job description is a representative document and non-exhaustive. Other reasonably similar duties may be allocated from time to time, commensurate with the general character of the post and its grading.

All staff have a duty to ensure their own health and safety whilst at work, as well as that of others who may be affected by their actions or omissions. Staff must co-operate with the employer, managers and others to ensure that everyone meets their statutory duties in health, safety and wellbeing matters.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

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| **Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. |

Since confidential information is involved with the duties of this post, the post-holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by: David Eden**

**Designation: Chief Internal Auditor**

**Date:** **July 2025**

PERSON SPECIFICATION

Post: Health and Safety Adviser Post No. 2547

Department: Corporate Resources Division: Risk and Audit

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| **Personal Attributes Required**  **(considerations)** | **Essential (E)**  **Or**  **Desirable (D)** | **Method of Assessment**  **(suggested)** |
| **QUALIFICATIONS/TRAINING**   * Literate / numerate to Level 3 standard * NEBOSH General Certificate and Tech IOSH status. * Working towards the NEBOSH Diploma in Occupational Health and Safety or equivalent / Certified IOSH status. | E  E  D | AF/I/C  AF/I/C  AF/I/C |
| EXPERIENCE   * Experience of working in occupational health and safety within a large and complex organisation in the public or private sector. * Experience of working in a local authority. * Extensive experience of using Microsoft applications (Word, Excel, PowerPoint, Outlook). * Experience of working in, advising on, or managing buildings related health and safety e.g. asbestos, legionella, gas safety etc. * Experience of providing quality reports to senior management. | E  D  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |

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| SKILLS / KNOWLEDGE / APTITUDES   * Maintain a thorough knowledge of relevant occupational health and safety legislation, underpinned by evidence of Continuous Professional Development. * Ability to provide practical advice and guidance to colleagues on health and safety. * Self-starter with ability to work under own initiative, at pace, whilst delivering. * Deliver work and initiatives to deadlines. * Excellent attention to details and ability to see the wider picture. * Excellent interpersonal and communication skills and ability to communicate effectively both orally and in writing. * Able to work to agreed procedures and secure high-quality service delivery. * Ability to write clear, coherent reports to wide range of audiences. * Able to work as a member of the health and safety function as well as across the wider risk and audit team. * Able to adapt quickly to frequent change and challenges~~.~~ | E  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I/T  AF/I  AF/I/T  AF/I  AF/I |
| * Knowledge of statutory health and safety requirements in buildings (asbestos, legionella, gas safety etc.) * Ability to monitor and maintain relevant databases, coordinating administrative functions including payments, data management and freedom of information searches. | D  D | AF/I  AF/I |
| SPECIAL REQUIREMENTS   * Current driving licence and access to own vehicle | E | AF/I/C |

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| Prepared by: David Eden | AF | = Application Form |
|  | I | = Interview |
| Date: 20 March 2025 | T | = Test |
|  | P | = Presentation |
|  | C | = Certificate |