THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE Health and Safety Adviser

SERVICE AREA Health, Wellbeing and Public Protection

SECTION Food and Health and Safety

POST NO New

MAIN PURPOSE OF JOB

Advise the Council and its officers on all aspects of Health and Safety, including the development of corporate Health and Safety policies and related Action Plans.

Provide advice, support and training for Managers across the Authority in developing and implementing Service Level Health and Safety policies and related Action Plans.

To carry out inspections of premises and processes in line with the council procedures, legislation and guidance.

Instigate investigations into complaints and accidents. Take appropriate action as authorised by the Council in accordance with procedures laid down.

KEY AREAS

1 Advise the Council, Cabinet, Joint Safety and Welfare Committee and other Bodies as required on all matters relating to health and safety at work including compliance with relevant legislation and good practice.

2 As part of the Critical Incident Team, assist with the investigation/reporting of significant/ high profile critical incidents, with specific emphasis on health and safety issues. This involves responding to out of hours call outs as required.

3 Carry out visits, inspections, surveys, and examinations of premises and/or practices and/or products.

4 Take appropriate action as authorised by the Council in accordance with procedures laid down.

MAIN DUTIES

1. Carry out an annual review of the Council's Health, Safety and Welfare Policy, suggesting updates/amendments as necessary and developing suitable Action Plans in response to the review. Monitor progress with the Authority's Health and Safety Action Plan and provide support for Management Team and Service Managers with implementation of corporate and service-level plans. Arrange for Health and Safety Audits to be undertaken at regular intervals.

2. Provide reports and advice in relation to health and safety issues to the Health and Safety Board.

3. Arrange and provide advice to the quarterly meetings of the Safety Sub-Groups.

4. Work closely with the HR to ensure welfare related matters are reflected in the Council's Health, Safety and Welfare Policy and ensure an effective co-ordination and communication regarding matters which may overlap/cross between the two teams.

5. Provide regular Health and Safety updates/briefings to Management Team.

6. Keep abreast of all new legislation, regulations, codes and good practice initiatives in relation to Health and Safety issues and advise the management team and other managers as necessary on specific implications.

7. Provide/update Codes of Practice and Corporate Guidance Notes as necessary.

8. Manage the Lone Working system ensuring that regular usage reports are submitted to managers. Also ensure that new employees are trained in using the system.

9. Provide specialist input to relevant corporate projects and initiatives as necessary.

10. Monitor accident reports, carry out accident investigations and report to the Health and Safety Executive as required.

11. To undertake detailed investigations and risk based audits of businesses, for Health and Safety, within the Borough to ensure compliance with relevant legislation. Prepare reports letters, notices etc. maintain records and statistics.

12. To analyse and evaluate the results of investigations and inspections and to identify, recommend and instigate appropriate action

13. Liaise with outside bodies as required, e.g. Health and Safety Executive, Fire Prevention Officers, Access to Work Team, Council's Insurance Company, Employee Assistance Providers, Occupational Health providers, Training Providers.

14. Work with HR to organise and, as necessary, deliver relevant training on health and safety for managers and staff across the Authority.

15. Promote equal opportunities polices as an employer and service provider.

16. Responsibility for ensuring that any information collected, recorded, analysed or reported whilst undertaking the duties of this post is reliable, accurate, timely and in accordance with the principles of the Council's data quality strategy.

17. Carry out any other duties of a similar nature as may be required from time to time.

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PERSONAL SPECIFICATION

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Provide advice, support and training for Managers across the Authority in developing and implementing Service Level Health and Safety policies and related Action Plans.

To carry out inspections of high risk premises as required in line with the current codes of practice.

Instigate investigations into complaints and accidents. Take appropriate action as authorised by the Council in accordance with procedures laid down.

CRITERIA FOR SUCCESSFUL PERFORMANCE IN THE JOB

Knowledge

Essential

- NEBOSH Diploma (or relevant degree equivalent).
- Membership of a relevant professional body, e.g. CIEH / IOSH, with Chartered Status
- Wide experience and knowledge of health and safety legislation and associated issues
- 3 years minimum practical experience of health and safety
- Experience of health and safety at large scale events
- Knowledge of CDM Regulations and appointment of contractors
- Full current driving licence with access to a vehicle for work

Desirable

- NEBOSH Construction Certificate
- Knowledge of wellbeing at work matters
- Experience of health and safety enforcement
- Experience of Health and Safety within a public sector environment

Skills

Essential

- Good presentation skills including the ability to effectively deliver training
- Excellent communication skills at all levels, including the ability to interact with Elected Members and Senior Managers on a wide range of health, safety and welfare issues.
- The ability to write concise reports and present information in a variety of forms including presentations
- Ability to record and interpret and present statistical data
- Ability to manage own time effectively, handling a varied and busy workload, to tight deadlines
- Computer literate including MS Office applications, Word, Excel, PowerPoint & Outlook.
- A degree of fitness and an ability to lift carry and clime in somethimes complex environments

Desirable - Ability to provide Manual Handling Training and other health and safety training.

Attitude

Essential
- Ability to deal tactfully with health and safety issues
- Ability to resolve queries and recommend actions to managers across the whole range of Council services and locations
- Ability to handle confidential material with discretion
- Ability to work within Council policy and legislative requirements
- A flexible approach to working hours and duties, including responding to “call outs” in relation to health and safety critical incidents, and presence at large scale events outside of normal office hours
- Ability to work in adverse weather environments