HHARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Health & Safety Officer

TEAM: Corporate Asset Management

GRADE: 8

POST NO.: HS01

SERVICE AREA: Property Services

RESPONSIBLE TO: Head of Property Services

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

2. 22.5 hours per week hybrid working attending the office / sites as operationally required with a minimum of 1 day per week in the office. Occasional evening and weekend work with notice.

3. Essential Car User Allowance. A full, current driving licence and access to a suitable vehicle with business insurance is required to enable site visits*.

DATE REVIEWED: November 2026

JOB PURPOSE:
To provide a professional, practical and comprehensive Health and Safety advisory and support service for the Council to achieve a continued improvement in health and safety performance and service delivery.

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PRINCIPAL RESPONSIBILITIES:

1. To be the competent person, taking ownership of the health and safety management system and leading on the continual improvement of health and safety performance within the organisation.

2. To devise, maintain, consult on and review an Annual Health and Safety Action Plan, setting out priorities and updating performance monthly.

3. To provide support and advice and facilitate training on employer’s and employees’ health and safety responsibilities, including induction, risk assessments and accident investigation.

4. To take a proactive role in advising on the safety of the physical working environment and promoting a positive health and safety culture across our workforce, in order to prevent occupational diseases and promote the health and well-being of all our employees.

5. To coordinate and chair quarterly Health and Safety Committee meetings, engaging with committee members.

6. To ensure regular reporting to the Corporate Management Team as requested and present an annual Health and Safety report which summarises the past financial year's performance.

7. To support with the accurate reporting of health and safety matters through the Pentana system to identify improvements and challenges within the service area.

8. To liaise with Facilities Management to ensure sufficient fire safety arrangements are in place within HDC managed buildings, to ensure compliance with the Regulatory Reform (Fire Safety) Order.

9. To coordinate and chair six monthly customer caution committee meetings, engaging with committee members and reviewing those included on the register.

10. To maintain, review and revise first aid arrangements, organising appropriate training as necessary.

11. Appointed as the Responsible Person to ensure the Legionella procedures and permits to work are managed at Council owned property and implemented in line with relevant Health & Safety legislation.

12. To draft, consult, maintain and review the HDC Health and Safety Policy Statement and supporting procedures, registers and guidelines, held within the management system, and ensuring that such policies and documentation are updated, in line with latest legislative requirements and signed off for implementation.

13. To maintain up to date knowledge of current and new legislative requirements relating to health and safety issues, to interpret, evaluate and advise management on the implications of such legislation on delivery service.

14. To promote and work with managers in determining safe working practices, ensuring that all service areas have suitable and sufficient risk assessments for their operations and activities, that effective risk control measures are in place and risk assessments are stored centrally, in line with the Corporate Risk Management Framework.

15. Undertake planned health and safety audits and workplace inspections as well as ad-hoc site visits and inspections of any Council workplace, operation or activity to audit compliance with regulations and HDC procedures. This shall include the provision of reports to highlight where risk assessments, or remedial actions are required.

16. To work flexibly to meet the needs of the organisation. This may occur on occasion outside office hours.

17. To prepare for external audits and assessments.

18. To support service areas in ensuring sufficient contractor monitoring arrangements are in place to confirm requirements are met and assure compliance for all large Council contracts

19. Lead on and liaise closely with the HR team and Facilities team regarding matters of concern and training requirements.

20. To ensure general administration of the Health and Safety service is carried out in an accurate and timely manner.

21. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

22. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

23. Health and Safety

- To be familiar with and always comply with
    - the Council's general health and safety policy,
    - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
    - local department specific health and safety procedures as amended or added to from time to time.

- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during your work to your line manager for action.

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment (PPE) and to report any PPE that is defective.

- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Health and Safety Officer				
TEAM:	Property Services				
POST NO:	HS01	**GRADE:**	8	**WEEKLY HOURS:**	22.5 (3 days a week)
ALLOWANCE:	Designated Essential Car User Allowance				
CONTRACT TYPE:	Permanent				

TYPE OF CRITERIA	**ESSENTIAL REQUIREMENTS:** Minimum requirements for the successful completion of the job	**ASSESSMENT** **A / I / T / E**	**DESIRABLE REQUIREMENTS:** Elements that contribute to improved / immediate performance in the job	**ASSESSMENT** **A / I / T / E**
QUALIFICATIONS	NEBOSH Diploma or equivalent **Or** Degree in relevant subject and a post graduate diploma in occupational safety	A/E		
	Member (as a minimum) of Institution of Occupational Safety and Health or ability to obtain	A/E		
EXPERIENCE	Experience in a Health and Safety Advisor role	A/I	Experience of providing Health and Safety in Local Government	A/I
	Experience of : • Development, maintenance and implementation of H&S related policies and procedures	A/I	Have experience of dealing with stress cases and the ability to carry out full DSE assessments.	I
	• Delivering training on general health and safety and specific subject areas such as risk assessment – interpreting legislation	A/I		
	• Achieving improvement of H&S compliance	A/I		
	• Auditing, accident investigation and risk assessment	A/I		
KNOWLEDGE	Knowledge of Health & Safety at Work etc. Act and associated Regulations, Approved Codes of Practice, Guidance, etc.	A/I	Understanding of the structure, issues, pressures, influences and legislation affecting local government	I
	Knowledge of the HSE's Management Standards and the ability to carry out Stress Risk Assessments	I		

SKILLS	Creative skills to produce training literature	I	
	Good communication skills and presentation skills	I/T	
	Problem solving	I/T	
	Assertiveness and influencing skills	I/T	
	Building positive relationships through excellent interpersonal skills	A/I/T	
	Customer focus	I	
	Excellent IT skills, particularly MS Word, Excel and Outlook.	I	
	Highly motivated and resilient	I	
	Ability to work flexibly to meet the needs of the organisation.	I	
	Assessment of training and development needs	A/I/T	
	Ability to prioritise and focus on key objectives	I/T	
	Able to maintain an electronic document register of health and safety related procedures; and ensure these are accessible to all employees via the HDC Intranet	I	
	Able to work with staff at all levels	I	
	Ability to adapt to changing circumstances	I	
	Ability to work well within a team of professionals	A/I	
OTHER	Able to occasionally work outside office hours	I	
	Full driving licence and access to a suitable vehicle*	A/I	

Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)

* Reasonable adjustments will be considered.