

Job Description and Person Specification Health and Safety Advisor

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Job Description

Directorate Chief Executive	Grade H
Service Business Services	Job evaluation number A3177
Reports to Health and Safety Manager	Responsible for N/A

Job purpose and role

- Assisting with and where appropriate taking responsibility for the development of Health & Safety policies, procedures and guidance.
- Provision of a professional and comprehensive advisory service to ensure statutory compliance with Health and Safety laws and regulations.
- Assisting the Health & Safety Manager in the development of the organisation's safety management culture and in the embedding of the Health and Safety management framework.
- Reporting and maintaining information relating to the safety management system.
- Assisting in the provision of Health and Safety training throughout the organisation to ensure competent employees.
- Support the Health and Safety Manager in delivering a comprehensive and professional service to support all users.

Main duties and key result areas

- Provide specialist advice on statutory and legal requirements for Health and Safety and act cooperatively (with the Health & Safety Manager) as the organisations "competent person" in respect of Management of Health and Safety at Work Regulations 1999.
- To lead on Health and Safety projects as delegated by the Health and Safety Manager.
- Assist in the maintenance and development of the organisations Health and Safety policies, procedures and guidance in accordance with current legislative requirements and best practice.

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- Ensure compliance with the reporting requirements of all external agencies to ensure work related injury, disease or dangerous occurrence as defined in “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” 1995(RIDDOR) and maintain an in house database of all incidents recorded.
- Provide statistical information on accidents and incidents for reports as required.
- Assist and at times lead on investigations in relation to Accidents/Incidents/Claims.
- Ensure the organisation’s health and safety action plan is regularly reviewed with the team and that information is maintained and updated.
- Assist with the implementation of ISO45001 including completing audits.
- Assist with the planning and implementation of Health and Safety audits and site inspections to assess legal compliance.
- To assist the delivery of strategic health and safety initiatives and projects.
- Ensure the organisation has a robust health and safety risk assessment programme and audit against these arrangements. This will include quality assuring risk assessments provided by in house teams and the assessment of sub-contractors safety information. Undertake specialist health and safety risk assessments as required.
- Develop and provide regular and appropriate Health and Safety training for the organisation and external bodies, as requested by the Health and Safety Manager.
- To provide written reports in relation to advice given, inspections and visits carried out and actions taken/recommendations made.
- Respond to and investigate accidents, enquiries and service requests/complaints from businesses, members of the public and other relevant authorities and where necessary, taking, internal enforcement action under the direction of the Health and Safety Manager.
- Attend meetings as requested to do so in relation to areas of risk and health and safety management.
- Liaise with enforcement and local authorities as and when necessary.
- Provide advice and guidance and assist with promoting better health at work.
- Support the Health and Safety Committee and report progress/concerns to the Health and Safety Manager.
- To keep up to date with current legislation, best practice and thinking with respect to Health and Safety issues and seek to implement them within Beyond Housing where appropriate.

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- Ensure that appropriate systems and processes are in place so that property matters are dealt with efficiently, on time, to a high level of quality and in a customer focused manner.
- Contribute to maintaining and promoting a culture of continuous improvement and innovation and change within the team.
- To manage own workload and take the initiative to operate independently within the team and across the organisation in the context of the role.
- Work with other teams across all Directorates and Service areas, strategic partners and stakeholders in identifying, assessing, planning, procuring and delivering property requirements.
- To attend and present reports to consultative forums, committees and/or other meetings when required.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Promote value for money and continuous improvement within the service area.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

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Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1	16 October 2018	New role

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Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Ability to identify potential risks in a working environment	E
	Ability to collate, present and interpret data	E
	Ability to produce comprehensive, competently written reports	E
	Ability to develop, influence and implement systems and procedures	E
	Ability to communicate effectively at all levels of the organisations including presentations	E
	Ability to deliver health and safety training	E
	Ability to deal assertively with difficult situations whilst, maintaining discretion and confidentiality	E
Knowledge and experience	Comprehensive knowledge of Health & safety Legislation and application within a working environment	E
	Knowledge of the construction industry and related legislation / processes	E
	Experience of working with managers / employees regarding the implementation of Health & Safety Issues	E
	Significant Experience of developing Health & Safety procedures and processes in the workplace	E
Qualifications	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
	Good standard of education (NVQ level 2/GCSE's or equivalent) or exempting experience	E
	NEBOSH General, Construction or Fire Certificate	E
	NEBOSH Diploma or equivalent	D
	Membership of a relevant professional body (IOSH) or equivalent	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
	Focussed on leading, coaching, empowering and motivating employees	E
	Committed to team development and identification of on-going training needs	E

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Attribute	Detail	Essential or desirable
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E