**TITLE OF POST: Health and Safety Advisor**

**GRADE: SO2**

**RESPONSIBLE TO: Health and Safety Manager**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Health and Safety Manager you are to assist in the provision of a comprehensive health and safety related function whilst ensuring the effective and efficient use of resources. To provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

1. **PROFESSIONAL DUTIES**
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to provide a professional service in the delivery of the department’s aims and objectives.
   3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. To maintain appropriate and robust information systems within the department.
   5. To proactively maintain positive and effective liaison links with organisations and partners as appropriate.
   6. To gather and interpret a range of H&S related information for inclusion within management and departmental reports.
   7. To ensure complete compliance with current Data Protection Legislation.
   8. To ensure professional and technical knowledge is up to date and to maintain an IOSH continued personal development (CPD) log.
   9. To proactively identify and recommend areas of potential improvement.
   10. To professionally represent the H&S function at internal and external meetings and events.
   11. To be responsible for internal processes and services and also line management responsibilities.
   12. To support colleagues in the prioritisation, coordination and management of departmental workload as required.
   13. To attend internal and external training courses as necessary.
   14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. To be responsible for the development and implementation of the Health & Safety policies and procedures in line with current and future national policy, best practice, corporate priorities and to ensure compliance with all relevant legislation.
   2. To proactively support the Health & Safety Manager with the workload of the Health and Safety team.
   3. To liaise directly with the Health and Safety Executive and other outside agencies such as Local Authority Environmental Health Department under the guidance of the Health and Safety Manager.
   4. To liaise with the various representative bodies and nominated health and safety representatives to undertake the monitoring of the Service Health and Safety Policy.
   5. To ensure that all necessary training requirements in terms of health and safety management are in place.
   6. To be responsible for the development, delivery and to evaluate health and safety training as appropriate.
   7. To be responsible for planned and unplanned inspections of premises, plant and equipment to ensure that current health and safety policies are in place.
   8. To ensure procedures are in place for the accurate recording of accident and injury details, investigation reports and that statistics are compiled to identify causes and trends.
   9. To be responsible for ensuring that all accidents are fully investigated.
   10. To offer professional advice regarding the assessment, and research and development procedures for the introduction of new plant and equipment to ensure that current health and safety legislative requirements are adhered to.
   11. To undertake the inspection of premises, equipment, exercise sites and drill locations as appropriate and to ensure hazards are identified and suitable control measures are implemented.
   12. To assist the Health and Safety Manager to ensure that safety audits and inspections are carried out in accordance with Service policy and in conjunction with representative bodies.
   13. To deputise for the Health and Safety Manager as appropriate.
   14. To assist with Employers Liability Claims ensuring that information is collated, assessed and interpreted taking into account appropriate legal advice.
   15. To liaise with the Service insurers and solicitors ensuring that all information and advice is provided as required in consultation with the Service legal team.
   16. To be responsible for the Criminal Injury Compensation Board claims and to provide the information supplied, as requested, taking into account appropriate legal advice.
   17. To collate information gained from operational incidents to support development of policy, procedure and training requirements.
   18. To investigate, submit and receive reports concerning accidents to personnel, appliances and equipment and dangerous occurrences.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.