

Post Specification

Date	January 2024
Post Group Number	8097
Post Title	Transport Safety Advisor
Job Family	Regulation and Technical
Job Family Role Profile	RT7
Final Grade	RT7

To be read in conjunction with the job family role profile

Service Area description	
<p>The Corporate Health and Safety Team sit in Enabler Services within the Human Resources and Organisational Development Team. We provide professional advice and guidance on all aspects of Occupational Health and Safety management. We support a diverse range of council service areas and maintained schools. The work of the team helps to support our services, to ensure that risks to staff, service users and members of the public arising out of the activities of the Council/ maintained schools are minimised and that Westmorland and Furness Council is a healthy and safe place to work.</p>	
Purpose of this post	
<p>To work as a team member to assess risks and co-ordinate safety activities related to passenger transport activities in the Westmorland and Furness area. To provide technical safety advice in respect of passenger transport safety issues supporting and enabling the delivery of compliant, safe and effective working practices.</p>	
Key job specific accountabilities	
<ul style="list-style-type: none"> To ensure contracted transport providers adhere to relevant safety regulations in respect of the safe securing and transportation of passengers, safety equipment and medication. To ensure the provision of satisfactory vehicles and safety equipment fulfil passenger needs. To ensure passengers, particularly those pupils/students with SEND or vulnerable adults, are assessed appropriately for risks associated with their transportation. To ensure the prompt and effective reporting and investigation of accidents involving contracted passenger transport. To ensure that internal transport teams comply with and respond to safety guidance and initiatives. Undertake other duties as designated by the Senior Health Safety & Wellbeing Team Manager, which support Corporate Health and Safety Team objectives including as necessary work on time limited projects within specified parameters to promote improvements in health, safety, and risk management systems. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> None.
Staff Management Responsibilities	<ul style="list-style-type: none"> None. No direct line management responsibility.
Other	<ul style="list-style-type: none"> N/A.
Essential Criteria - Qualifications, knowledge, experience and expertise	

- NVQ3 in Health and Safety related area or equivalent qualification.
- Relevant professional qualification (eg NEBOSH Certificate in Occupational Health and Safety)
- Extended experience of working in a Health and Safety related environment.
- Knowledge of the safety requirements in respect of passenger transport
- Experience of safeguarding matters related to vulnerable children and adults.
- Effective written and verbal communication skills, including excellent report writing.
- The ability to compile reports and present information that persuade, influence, and support the implementation of recommendations and remedial actions.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Limited frequency of exposure to information that can be upsetting. Details of accidents and incidents when physical and or psychological harm has occurred. Contact with individuals who have been directly involved, witnessed or have been harmed out of or in connection with a work activity.
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Physical Demands	<ul style="list-style-type: none"> • Normal
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Working Conditions	<ul style="list-style-type: none"> • Normal, post holder will conduct work in a variety of workplaces and occasionally may involve some outdoor work.
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Other Factors

- In addition, the post holder will be eligible to be part of the County Council's flexitime scheme but may be required occasionally to work normal office hours for the purpose of inspecting and monitoring.
- Ability and willingness to travel around the county.