

## Post Specification

<b>Date</b>	<b>January 2024</b>
<b>Post Group Number</b>	<b>8095</b>
<b>Post Title</b>	<b>Corporate Health and Safety Advisor</b>
<b>Job Family</b>	<b>Regulation and Technical</b>
<b>Job Family Role Profile</b>	<b>RT9</b>
<b>Final Grade</b>	<b>RT9</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>
<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>
<b>Purpose of this post</b>
<ul style="list-style-type: none"> <li>• To support the work of the Corporate Health and Safety Business Partners and wider Corporate Health and Safety Team</li> <li>• To provide professional, efficient, and effective health and safety support to Directorates, the various multidisciplinary teams throughout the Council, local authority maintained schools, and other educational establishments that may buy-in via a service level agreement.</li> <li>• To assist services as directed to develop, establish, and maintain robust health and safety management systems.</li> <li>• To conduct health and safety audits, inspections, and compliance monitoring to ensure that WAF statutory obligations are being met.</li> </ul>
<b>Key job specific accountabilities</b>
<ul style="list-style-type: none"> <li>• Provide professional health and safety advice and support at Directorate and Team level as required.</li> <li>• Develop, contribute to, and participate in, an audit programme to monitor compliance to health and safety legislation and best practice guidance throughout the Council.</li> <li>• Produce comprehensive reports and detailed action plans to address non-compliance issues highlighted during audit or as a response to emerging accident and incident trends, providing support to facilitate the implementation of the plan within an appropriate timeframe.</li> <li>• Work with managers at all levels to ensure continuous improvement in both the strategic and operational performance of health and safety supporting the development and maintenance of robust health and safety management systems that meet or exceed health and safety legislation.</li> <li>• Develop and contribute to both Corporate and Directorate health and safety policy and procedures as appropriate including assisting managers in the development of risk assessments, safe systems of work and compliance monitoring procedures.</li> <li>• Conduct or assist with accident / incident investigations ensuring that both direct and underlying causes are established, appropriate remedial actions identified and</li> </ul>

implemented. Collate information and evidence to support a defence to any resulting liability claim.

- Contribute to the development and maintenance of the strategic Health & Safety Team plan to ensure delivery of an effective health and safety programme, based on key performance indicators, non-compliance trends, and accident data analysis.
- Contribute to the planning and implementing of initiatives to publicise and promote health, safety, and wellbeing. Supporting the work of the occupational health and people management colleagues in the development and implementation of effective health promotion and preventative measures in relation to work related ill health.
- Contribute to health and safety reports as required for management teams and others on health and safety performance and programmes of work including contributing to the Council's Annual Health & Safety Report and interim reports.
- Undertake other duties as designated by the Senior Health Safety & Wellbeing Team Manager, including as necessary work on time limited projects within specified parameters to promote improvements in health, safety, and risk management systems.
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**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None.</li> <li>• No direct line management responsibility.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• N/A.</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

Qualification accredited as meeting the academic requirements for Technical membership of IOSH such as:

- National General Certificate in Occupational Health and Safety (A/T) or equivalent
- A minimum of two years experience of working in a health and safety advisory role.
- Membership of IOSH or willingness to progress membership, if not already held.
- Experience of auditing health and safety management systems.
- Excellent working knowledge of health and safety legislation and best practice with evidence of continuing professional development.
- ISO 45001 Lead Auditor or RoSPA QSA Auditor qualification or successful completion of qualification within 12 months
- Effective written and verbal communication skills, including excellent report writing.
- The ability to compile reports and presentations 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**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal, post holder will conduct work in a variety of workplaces and occasionally may involve some outdoor work.</li> </ul>

**Other Factors**

- May in exceptional circumstances be called upon to provide emergency Health and Safety advice and assistance outside normal hours.
- Ability and willingness to travel around the county.