Job Outline

**Post**: Health and Safety Adviser

**Location:** Inverness/Hybrid

**Hours:** 35hours per week

**Duration:** Permanent

**Service:** Resources and Finance

**Grade:** HC8 £32978/36090p.a

**Contact:** Gena Falconer (Tel - 01463 644001 e-mail: [gena.falconer@highland.gov.uk](mailto:gena.falconer@highland.gov.uk)) or Kenny Gaittens (Tel- 01463 644002 email: [Kenneth.Gaittens@highland.gov.uk](mailto:Kenneth.Gaittens@highland.gov.uk)

**Job Purpose :**

To assist in the provision of a comprehensive health and safety advisory service to

the various Services of the Council in order to meet statutory requirements and to actively assist the Occupational Health, Safety and Wellbeing Manager in developing and maintaining a strong and positive health and safety culture.

**Further Information**

The Highland Council is ambitious, sustainable and connected. Our employees are our most valuable asset and the role of Health and Safety Adviser supports health, safety and wellbeing of staff through the development, implementation, and maintenance all health and safety policies, guidance, procedures, systems and legislative requirements.

This is an exciting opportunity to join the Health and Safety Team, helping ensure effective processes are in place and adhered to. We are responsible for the health, safety and wellbeing of over ten thousand staff and our service delivery reaches out to every community. Site visits are an essential part of the job role, and you will travel across the Highlands. Our team would welcome a motivated and enthusiastic Health and Safety Adviser, if you are that person then we want to hear from you.

**Employee Benefits**

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

* Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have.
* Competitive salary with an incremental scale and annual pay review.
* Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
* 27 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
* Pension Scheme, including employer’s contribution of 19.5%
* A genuine commitment to the health and wellbeing of our employees with access to the Employee Assistance Programme.
* Family Friendly staff policies including Parental Leave.
* Employee discount/reward schemes from major and local retailers.
* Cycle to Work scheme.

1. **Structure Chart –**

Head of Human Resources

Occupational Health and Safety Wellbeing Manager

Senior Health and Safety Adviser

Health and Safety Advisers

1. **Job Description – Key Duties and Responsibilities**

* Provide consultancy health and safety support and advice to Service managers and to provide advice and assistance as appropriate to Council employees.
* Assist in the development, implementation and evaluation of health and safety policies, guidance, initiatives and procedures in line with legislative and organisational needs – both existing and impending.
* Facilitate programmes of risk assessment within individual client departments
* Assist, devise, organise and deliver health and safety training and/or awareness sessions as part of the Council’s health and safety training and awareness programme.
* Routinely investigate, and report on adverse accidents, incidents and loss arising out of, or in connection with, the Council’s undertakings with a view to expediting proactive action (as appropriate), including advising duty holders on revised practices and/or remedial action.
* Help ensure that all notifiable accidents, dangerous occurrences and cases of occupational disease are referred as necessary to the HSE – checking the quality and accuracy of returns completed by Services.
* Plan and carry out a programme of health and safety audits, site visits and inspections and assist Services identify unsafe practices and conditions (advising on remedial action, as appropriate).
* Assist in fostering an understanding within the Council of the crucial role of health and safety as an integral part of the Council’s operational efficiency (for example disseminating relevant information, as appropriate).
* Carry out testing and monitoring of working conditions, equipment, substances used and practices and procedures, as appropriate, to ensure compliance with current legislation.
* Act as an ex-officio member of Clients’ Safety Committees – providing advice and guidance as necessary.
* Maintain an up-to-date knowledge of statutes, regulations and general developments associated with occupational health, safety and welfare at work; assist in their interpretation in the context of the work or activities of client services and ensure that relevant managers and employees are advised appropriately.
* Liaise, as necessary, with external bodies and organisation (e.g. other local authorities, HSE, Scottish Fire and Rescue Service, Insurance,).

1. **Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** | * Health and safety experience in a Local Authority or other multidisciplinary organisation. | * Minimum two years’ experience as a Health and Safety Adviser. |
| **Education and qualifications** | * A professional qualification in occupational health and safety (NEBOSH diploma or equivalent). * Chartered membership of the Institution of Occupational Safety and Health (IOSH) | * Working towards NEBOSH Diploma or equivalent * Working towards CMIOSH |
| **Skills/abilities (general)** | * Ability to prioritise workload * Able to work with others co-operatively in order to achieve better services and customer focused outcomes. * Ability to conduct research and analysis in the development of safe systems of work, procedures and guidance. * IT Skills |  |
| **Skills/abilities specific to the post** | * Detailed knowledge of health and safety legislation. * Good investigative and report writing skills. * Good written and verbal communication skills. * Ability to work on own initiative * Ability to work to tight deadlines | * Ability to develop and present health and safety training courses. * Project management skills. |
| **Interpersonal and social skills** | * Excellent interpersonal skills * Team worker. * Able demonstrate a drive and desire to improve performance and deliver better services of the Service. |
| **Other** | * Willing to travel (including overnight stays). |

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