Person Specification

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| Job title: | Health & Safety Advisor |
| Job Family/  Grade/Level: | Business Support / BS3a / Grade 6 |
| Summary of role: | To provide advice & assistance to Neighbourhoods, Regeneration and Sustainability on all matters of health, safety, risk and business continuity. Monitor the compliance of Departmental Policy by systems auditing of Services.   * Assist the Health and Safety Manager in advising the Director on all health and safety matters and those relating to statutory requirements. * Maintain an effective knowledge of Health and Safety policies, codes of practice, regulations, guidance notes etc. * Ensure the provision of advice, assistance and support to Neighbourhoods and Sustainability with regard to Health and Safety Policy, Regulations, Codes of Practice and Guidance Notes. * Monitor the Health and Safety performance of Neighbourhoods, Regeneration and Sustainability by assisting in systems auditing to ensure that audits, surveys, assessments, Inspections, incident investigations etc. are being carried out effectively in all department premises. * To assist in the preparation of Health and Safety policy, arrangements, procedures, emergency plans, safe systems of work and safe working environment. * Assist with the effective promotion of publicity campaigns etc. on accident prevention. * Assist as required, with the preparation of reports, statistical analysis etc. to Committee, Directors Heads of Services etc. regarding health and safety matters. * Provide advice and assistance on health and safety training matters within Services. Assist in the development of the health and safety training programmes as necessary. * Assist in the review of methods and the introduction of new equipment / technology. * Assist the Health and Safety Manager with the monitoring of contractors to be included in the department's Frameworks. * Co-ordinate business continuity planning and risk management response for all areas within Neighbourhoods, Regeneration and Sustainability. * Any other duties appropriate to the post and in line with the needs of the Service. |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Education, qualifications & training** | Practical experience in the management of Health & Safety  NEBOSH General Certificate. | Membership of IOSH. | Application Form  Certificates  Interview |
| **Skills** | Ability to compile and collate reports  Ability to communicate Health & Safety legislation and guidance.  Ability to provide robust advice on Health & Safety legislation.  Proficient IT skills. |  | Application Form  Interview |
| **Knowledge** | Experience of implementing Health & Safety policies and procedures  Robust knowledge of Health & Safety legislation.  Understanding of issues in relation to compliance of Health & Safety policies and procedures.  Experience of Health & Safety auditing and providing guidance on risk assessment, policy and standards.  Experience of delivering Health & Safety training.  Experience of providing Health & Safety advice and guidance.  Experience of co-ordaining risk management and business continuity within a large organisation. |  | Application Form  Interview |
| **Other** | Current driving licence. |  | Application Form  Interview  Licence |

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| **Competencies** | **Essential** | **Desirable** | **Evidence** |
| **Personal Effectiveness -** Self-Development  (Level 1) | You know and understand the different aspects of your job.  You keep up to date with any changes in the skills and knowledge you need. |  | Application Form  Interview |
| **Providing Excellent Customer Service -** Customer Orientation  (Level 2) | You follow-up customer requests, to make sure actions are taken and issues resolved.  You spot problems and take action, as soon as possible, to stop them getting worse. | You deliver more than you promised and try to exceed expectations. | Application Form  Interview |
| **Delivering Results** – Motivation  (Level 1) | You work well, even when time is short, or things are difficult.  You set new targets for yourself, once you’ve reached the old ones. |  | Application Form  Interview |
| **Personal Effectiveness** – Communicating  (Level 1) | You get on well with people, by explaining your ideas clearly, so that they understand you.  You write clearly, when needed, and in a way that people can understand.  You sort out information appropriately, and write, or input, it correctly. | You give a good impression of the Council when dealing with non-employees. | Application Form  Interview |