



Role Profile

Job Title: Health and Safety Advisor	Role Profile Number: ENH113
Grade: Q Salary:	Date Prepared: September 2018
Directorate/Group: Audit/Health & Safety	Reporting to: Corporate Health & Safety Lead
Structure Chart attached:	

Job Purpose

To act as Health and Safety Advisor within the Health and Safety team supporting all services and departments within Swindon Borough Council providing occupational health & safety and environmental advice. To monitor and ensure, so far as reasonably practicable, that the Council fulfils its duty of care required under the Health and Safety at Work Act 1974 and subordinate legislation.

Key Accountabilities

- To provide professional advice, guidance and support to the members, directors, managers and staff throughout the Council on all aspects of health and safety.
- To support all areas of SBC management with their health and safety responsibilities within their service areas and departments.
- To interpret, give guidance, instruct and effectively communicate at all levels of the organisation on relevant health and safety legislation and guidance.
- To assist with the implementation and monitoring of the Council's health and safety initiatives and encouraging active participation therein.
- To communicate health and safety policy and guidance to managers and employees.
- To provide advice and support to managers through procurement/tendering of contracts/contractors on all health and safety requirements.
- To promote a positive health and safety culture through applying the principles of risk management.
- To participate and act as health and safety advisor to corporate committee group meetings as required.

- To undertake audits, inspections, investigation and produce reports with recommendations on the findings.
- To undertake risk assessments and actively mentor and encourage staff to produce suitable and sufficient risk assessments while providing assistance to facilitate the process.
- Develop and deliver appropriate in-house health and safety training for managers and staff.
- Producing management reports, guidance sheets, newsletters, briefing notes, emails etc. that promote a positive health and safety culture.
- Advising and making changes to working practices that are safe and comply with legislative requirements.
- To actively promote the reporting of accidents and incidents, as well as near misses.
- To conduct accident investigations and produce investigation reports.
- To provide support and advice with first aid provisions.
- To maintain accurate health and safety records.
- To undertake health and safety team work based projects as required.
- To liaise and consult with key stakeholders to include union representatives and other working partners to the Council.

Supplementary Accountabilities

- Undertake continual professional development (CPD) and maintain professional expertise through networking, ongoing training and development.
- Keeping up to date with new legislation and maintaining a working knowledge of health and safety management systems.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- A minimum of 2 years health and safety experience
- Excellent communicator with the ability to influence the direction of the health and safety at all levels, impacting a positive safety culture.
- Excellent presentation and training skills.
- Experience of safety management in the public and/or voluntary sector.
- Good knowledge and use of IT systems to include Microsoft Office suite.
- Capable of producing clear and concise written information to include professional reports.

Qualifications

- NEBOSH General Certificate as minimum with the ability to achieve a Level 6 Health and Safety Management Qualification, e.g. NEBOSH Level 6 Diploma (or equivalent).

Decision Making

- To be capable of clear and concise decision making in all matters relating to Health and Safety strategy and management.
- To undertake day-to-day decisions in determining prioritisation of risks.
- To provide advice and guidance to Directors, Members, senior management teams, staff, contractors and stakeholders.

Creativity and Innovation

- Enforce best practice on health and safety management so that the principles are accepted and adopted by the relevant duty holders.

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed	Responsibility	
N/A		
Typical tasks supervised/allocated to others	Asset Responsibility:	
N/A		

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- To be capable of working independently and as part of the wider health and safety team, building relationships to ensure a seamless provision of support to the organisation.
- To work closely with Directors, managers and staff, enabling and facilitating best practice for all health, safety and environment work within the organisation.
- To maintain external partnerships with stakeholders and partner organisations such as the Health and Safety Executive, the Wiltshire & Dorset Fire & Rescue Service, and Trade Union representatives.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Ability to travel around the borough to Council and other sites.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	