



# Role Profile

HEALTH AND SAFETY ADVISER			
Reference No.	A4101	Type	Individual
Service	Human Resources		
Job Family	Professional 2	Grade	FC8

Purpose
<p>To lead and contribute towards the development of Health and Safety Procedures and guidance. Support the implementation of the Council's Health and Safety Management Framework and obligations, working with Services and Forums to drive the health and safety improvement agenda and ensure Services meet their corporate and statutory health and safety responsibilities.</p> <p>To lead and manage significant projects and a portfolio of subject areas and lead/have significant input to corporate groups.</p> <p>To make a lead contribution to the development of the Health, Safety and Wellbeing Team</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Manage a diverse workload including provision of competent and comprehensive health and safety advice and projects applying professional Health and Safety skills individually or part of a team.</p> <p>May have sole responsibility for running a project individually or leading a small project team, including project planning and monitoring progress.</p>

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 8, which includes HND level or equivalent.	✓	
NEBOSH National General Certificate (or equivalent)	✓	
NEBOSH Diploma, (or equivalent), if not held on appointment will be required to obtain the full Diploma within 3 years of appointment to the role.		✓
Awareness of current H&S legislation and how it impacts H&S across FC	✓	

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May have responsibility for the day-to-day overview of and guidance of the work of H&S Advisors, H&S Officers and Trainees as appropriate.  Support and mentor less experienced professional staff within the team (including trainees). Normally through a line management arrangement.	Evidence of preserving good relationships whilst handling conflict  Experience of staff coaching and mentoring	✓  ✓	
Leading on a range of specialist topics. Working closely with Health, Safety and Wellbeing professional colleagues across the organisation to share knowledge on any specialist topic areas e.g., Asbestos, Working at Height, to the benefit of the Council	At least 5 years relevant Industry Sector or related professional discipline experience.  At least 2 years post NEBOSH certificate experience in a specific health and safety role  Experience of deploying policy and procedures  Experience of technical and professional knowledge	✓  ✓  ✓  ✓	
Ensuring health and safety compliance and on-going continuous improvement within designated Services, including initiating local projects to improve health and safety culture	Experience of delivering health and safety advice, preferably in a multi-disciplinary organisation	✓	
Represent H&S at meetings, including cross-service working groups, project teams, and in dealing with external bodies as appropriate.	Experience in working with internal stakeholders.  Experience in working with external stakeholders and other agencies (HSE, Care Inspectorate, Police Scotland, Scottish Fire & Rescue Service, SEPA)  Ability to work with external stakeholders and other agencies.  Demonstrates an understanding of the principles of	✓  ✓  ✓  ✓	
Supporting designated services with the implementation of the health and safety management framework.  Assisting and supporting managers with gap analysis and Action Plan development and monitoring progress against Action Plan. Good judgement and confidence to identify when risk escalation is required.	Confident and able to deal appropriately with a range of audiences.  Ability to provide a regular and effective service.  Able to influence and persuade others, including managers at a senior level, external organisations and decision-making bodies.	✓  ✓  ✓	

E = Essential Criteria    D = Desirable Criteria

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<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>
<p>Researching HSE/Industry-specific guidance and developing policies, procedures and guidance notes that reflect changes in legislation, audit findings, accidents or changes in best practice. Ensuring that Council documentation meets the target audience needs and is developed and agreed through the appropriate consultation and governance/approvals process.</p>
<p>Leading on Health and Safety matters at Committees and Forums. Input/lead to Corporate Groups/subject topic expert.</p> <p>Presenting oral and written information to a range of audiences from employees and trade unions to Service Management Teams and Corporate Health and Safety Strategy Group to portray health safety and wellbeing in a positive way with the ability to change and influence negative views. Support Service Manager and Lead Officers in drafting parts of larger CET/Committee Reports</p>
<p>Working with the corporate Health Safety and Wellbeing team to lead on, undertaking and advising on audits and inspections to assess the effectiveness and compliance of a range of health, safety and wellbeing arrangements. These can be on specific topics (i.e. Hand Arm Vibration) or service/building specific</p>
<p>Monitor accident, incident and associated absence management data (including violent, aggression and threat with potential to affect the wider FC), identify trends, review risk mitigations, identify wider potential impacts and opportunities, prepare reports.</p> <p>Working with Services to ensure they identify and deliver appropriate preventative measures. This may also include supporting the investigation process</p>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
Evidence of leading, motivating and positively creating organisational change (Focus on customers)	✓	
Experience of developing policies, procedures and guidance	✓	
Report writing skills	✓	
Develop local guidance and share across service area.	✓	
Report writing, communication, persuasion, influencing and leadership skills.	✓	
Experience of taking health and safety issues/ legislative change to a manager or staff group and closing the loop with a mutually satisfactory outcome (	✓	
Formal Audit Qualification		✓
Experience of developing and conducting health and safety audits	✓	
Communication skills	✓	
Persuasion/ Influencing skills	✓	
Experience of coming up with innovative solutions (Embrace technology & information)	✓	
Evidence good problem solving and analytical skills	✓	
Experience in creating formal reports, documentation, web page information and action plans	✓	

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<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>
<p>Monitoring accident trends within designated Services, producing reports and giving advice/feedback on common themes and lessons learned, sharing information with the corporate Health Safety and Wellbeing team for the good of the Council. Working with the designated Service managers, ensuring they identify and deliver appropriate preventative measures.</p>
<p>Developing and delivering training, briefing sessions and toolbox talks to a wide range of internal customers, e.g., General Health and Safety Training for Senior Managers, Managers, and Employees in addition to topic specific training such as Risk Management/ Assessment, DSE Risk Assessment.</p> <p>Providing, supporting or compliance checking a service specific version of the above for Service staff, ensuring the corporate training modules have been followed, where available.</p>
<p>Ability to deliver to deadlines and ability to prioritise</p>
<p>Prepare and analyse management information, reporting to senior managers as required. Consider the impact on HSW and HR to position information appropriately when providing information</p>
<p>Develop and maintain collaborative and effective relationships with Services, partners, colleagues and union representatives, establishing professional credibility. Ability to challenge positively whilst maintaining the relationship</p>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
Experience of coming up with innovative solutions	✓	
Experience of developing a wide range of health and safety training, toolbox talks, briefings, inductions	✓	
Experience of delivering health and safety training	✓	
Ability to visit any service buildings/place of work short notice	✓	
Evidence of anticipating issues and concerns. Evidence of successfully managing to delivery deadlines		✓
Experience of leading corporate projects involved with the introduction of new ways of working and digital delivery or upgrades.		✓
Evidence of applying problem solving across a wide range of issues.		✓

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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"><li>• Skills Framework (if applicable)</li><li>• <b>How</b> we work matters</li></ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>