



# Role Profile

## HEALTH & SAFETY ADVISER (CORPORATE)

Reference No:	A4651		
Service:	Human Resources		
Job Family:	Health and Safety	Grade:	FC8

### Purpose

To support the implementation of the Council's policies and legal obligations including the Health and Safety Management Framework and obligations, Stress Risk Assessment, working with Services and Forums to drive forward the health and safety improvement agenda and ensure Directorates and Services meet their corporate and statutory health and safety responsibilities.

To fully participate across a range of projects, covering a portfolio of subject areas and input to relevant Directorate, Service and Corporate groups.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Provide competent and comprehensive occupational health, safety, welfare and environmental safety advice to the whole Council and where identified ALMO's or Partner Organisations. This may be related to legislation or the application of Council Policy.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to at least SCQF level 7, which includes NEBOSH General Certificate

Educated to SCQF level 8, which includes NEBOSH Diploma (or equivalent)

Postholders who do not hold the NEBOSH Diploma, (or equivalent), on appointment will be required to obtain the full Diploma within 3 years of appointment to the role to fully enable generic and lead specialist working.

E	D
✓	
	✓
✓	

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>Lead and provide advice on specialist professional topic areas, responsible for ensuring the guidance and resources available to the Council to enable compliance with statutory and specific industry sector best practice.</p> <p>Working closely with other Health &amp; Safety professionals to share knowledge and having significant input/lead to relevant groups/subject topic on any specialist topic areas e.g. Asbestos, Working at Height, to the benefit of the Council.</p>	<p>Significant relevant Industry Sector or related professional discipline experience.</p> <p>At least 2 years post NEBOSH certificate experience in a specific health and safety role.</p>	✓	✓
<p>Ensuring health and safety compliance and on-going continuous improvement within designated Service, including initiating local projects to improve health and safety culture</p>	<p>Experience in working with internal stakeholders.</p> <p>Experience in working with external stakeholders and other agencies (HSE, Care Inspectorate, Police Scotland, Scottish Fire &amp; Rescue Service, SEPA).</p> <p>Ability to work with external stakeholders and other agencies.</p>	✓  ✓  ✓	
<p>Supporting designated Service managers with the implementation of the Health and Safety Management Framework, Stress Risk Assessments, other Corporate Health &amp; Safety priorities and associated corporate and local performance objectives.</p> <p>Responsible for identification, development, design, implementation and introduction of additional projects, initiatives, training and solutions to deliver compliance and continuous improvement in health and safety performance.</p>	<p>Evidence a comprehensive, practical knowledge and experience of health and safety risk in one or more industry sectors (e.g. construction, manufacturing, motor vehicle repair, education, engineering, social care) or in a related discipline (e.g. occupational hygiene, behavioral safety, ergonomics and human factors, occupational health provision, etc.).</p>	✓	
<p>Take a leading role in the provision of competent health and safety advice and direction, in a range of formal settings (e.g., Consultation Forums, H&amp;S Service-level Working Groups, Management</p>	<p>Ability to work independently and make autonomous decisions in real time.</p>	✓	

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<p>Team/Performance Monitoring and Review Groups, Corporate (cross-Service), Risk Assessment Groups or Task Groups.</p> <p>Undertaking and advising on workplace audits and inspections to assess the effectiveness and compliance of a range of Health and, Safety. These can be on specific topics (i.e. Hand Arm Vibration) or service/building specific.</p> <p>Develop and maintain collaborative and effective relationships with Services, colleagues, trade union representatives, and external partners, establishing professional credibility.</p>	<p>Experience of developing and conducting practical audits and agreeing pragmatic solutions to identified issues.</p> <p>Persuasion skills</p> <p>Influencing skills</p> <p>Strong communication skills, both written and verbal.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Presenting oral and written information to a range of audiences from employees and trade unions up to Service Management Teams to portray health safety and wellbeing in a positive way with the ability to change and influence negative views where health and safety may be seen as a hindrance or unnecessary.</p>	<p>Evidence good problem solving and analytical skills.</p> <p>Experience in creating formal reports, documentation, web page information and action plans.</p>	<p>✓</p> <p>✓</p>	
<p>Research, develop, design, review, update and introduce new and existing policy, guidance, processes, procedures and associated resources.</p> <p>Monitoring accident trends within designated Services, producing reports and giving advice/feedback on common themes and lessons learned, sharing information for the good of the Council. Working with the designated Service managers, ensuring they identify and deliver appropriate preventative measures.</p> <p>Develop local guidance and share across service area.</p>	<p>Evidence a good level of knowledge of the range of occupational health and safety hazards, and risk factors relevant to multi-discipline and multi-sector organisations.</p>	<p>✓</p>	
<p>Develop, design, and deliver formal audit programs, monitoring regimes, compliance sampling activities and workplace inspection regimes for a variety of topics, activities and settings.</p>	<p>Possession of an audit qualification or certificate.</p>		<p>✓</p>

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	Experience of developing and conducting practical audits and agreeing pragmatic solutions to identified issues.	✓	
<p>Monitoring accidents and follow up with investigations/ further actions, providing timely advice. This will include supporting the investigation process.</p> <p>Undertake formal accident investigations utilising immediate, underlying and root cause analysis.</p>	Experience in project development and/or devising improvement programmes.	✓	
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 and present findings reports.	Experience in delivering formal presentations and formal training/assessment.	✓	
<p>Support and mentor less experienced colleagues and members of Working/Specialist Groups tasked with implementing improvements, introducing new methods or developing local action plans, etc.</p> <p>May have responsibility for the day-to-day overview of and guidance of the work of H&amp;S Advisors, H&amp;S Officers and Trainees as appropriate.</p>	<p>Experience of staff coaching or mentoring.</p> <p>Supervisory skills</p>		<p>✓</p> <p>✓</p>
Develop, design and deliver formal training, briefings, e-learning etc. For various groups and in a range of settings.	<p>Experience of working in a large, complex organisation.</p> <p>Experience with specialist applications such as accident databases, eLearning tools, video development, Power BI, intranet or web design, AI and other e-tools.</p>		<p>✓</p> <p>✓</p>
Maintain organisational awareness and deliver Health and Safety support which is aligned to corporate health and safety priorities	Ability to represent the Council at external settings (APSE, SSERC, contractor/consultant meetings, multi-agency events).	✓	

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Keep up to date with developments in legislation and assist Services to interpret and deploy into best health and safety practice.	Evidence a strong commitment to CPD.  Ability to provide regular attendance  Full UK driving license	✓  ✓  ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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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</b> – the following information is available:	<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>