

HEALTH & SAFETY ADVISER (CORPORATE)

Reference No.	A4651	Type	Generic
Service	Human Resources Service		
Job Family	Professional 1	Grade	FC7

Purpose

To support the implementation of the Council's policies and legal obligations including the Health and Safety Management Framework and obligations, working with Services and Forums to drive forward the health and safety improvement agenda and ensure 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 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 occupational health, safety, welfare and environmental safety advice to the whole Council and where identified ALMO's or Partner Organisations.

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

E **D**

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

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
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.	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	✓ ✓	
Support Directorates/Services/Business units in maintaining adherence to policy objectives, the requirements of the Council's Health and Safety Management (Framework) System and associated corporate and local performance objectives.	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	✓ ✓ ✓	
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.	Experience in devising, delivering and implementing pragmatic and proportionate solutions, in compliance with statutory requirements and best practice	✓	
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&S Service-level Working Groups, Management Team/Performance Monitoring and Review Groups, Corporate (cross-Service), Risk Assessment Groups or Task Groups.	Ability to persuade and influence others and deliver a sound business case at all levels in the Organisation	✓	
Communicate information effectively so that clients/services are kept up to date with developments in health and safety.	Strong communication skills, both written and verbal	✓	
Research, develop, design, review, update and introduce new and existing policy, guidance, processes, procedures and associated resources.	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	✓	

Role Profile

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	care) or in a related discipline (e.g. occupational hygiene, behavioural safety, ergonomics and human factors, occupational health provision, etc.)		
Develop, design, and deliver formal audit programs, monitoring regimes, compliance sampling activities and workplace inspection regimes for a variety of topics, activities and settings.	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	✓	
Undertake formal accident investigations utilising immediate, underlying and root cause analysis.	Ability to work independently and make autonomous decisions in real time	✓	
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.	Evidence good problem solving and analytical skills Experience in creating formal reports, documentation, web page information and action plans	✓ ✓	
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.	Experience of staff coaching or mentoring		✓
Develop, design and deliver formal training, briefings, e-learning etc. For various groups and in a range of settings.	Experience in delivering formal presentations and formal training/assessment	✓	
Maintain organisational awareness and deliver Health and Safety support which is aligned to corporate health and safety priorities.	Experience in project development and/or devising improvement programmes	✓	
Keep up to date with developments in legislation and assist Services to interpret and deploy into best health and safety practice.	Possession of an audit qualification or certificate Experience of developing and conducting practical audits and agreeing pragmatic solutions to identified issues	✓	✓

Role Profile

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	Experience of working in a large, complex organisation		✓
Develop and maintain collaborative and effective relationships with Services, colleagues, trade union representatives, and external partners, establishing professional credibility.	Ability to represent the Council at external settings (APSE, SSERC, contractor/consultant meetings, multi-agency events)	✓	
	Experience with specialist applications such as accident databases, eLearning tools, video development, Power BI, intranet or web design, other e-tools		✓
	Evidence a strong commitment to CPD	✓	

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: 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.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<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>