



Role Profile

Health & Safety Compliance Officer			
Reference No.	SS2458	Type	Individual
Service	Building Services		
Job Family	Para-Professional 5	Grade	FC7

Purpose
<p>The post holder will operate as part of a small team to develop, coordinate and control Building Services obligations in respect of Health and Safety Legislation: CDM, Asbestos, HAVS, Welfare, Working at Height etc; and other construction related legislation.</p> <p>The post holder will ensure compliance with all statutory obligations relating to Health and Safety Legislation and other construction related issues in the Housing, Property and Contracts maintenance portfolio, supporting professional and technical staff to allow them to meet their corporate and statutory requirements in connection with construction and maintenance projects. The role extends to the provision of guidance and advice in relation to Health and Safety Legislation and other construction related issues to Client Services on a Council wide basis.</p>

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
<p>Compliance Guidance Consultancy</p> <ul style="list-style-type: none"> Develop, review and monitor CDM Health and Safety Plans, Risk Assessments and Method Statements, ensuring programmes are implemented and agreed in the management of Health and Safety, CDM Regulations, Non-licensed Asbestos Works, CSCS Registration, Grounds Maintenance, Fleet Services and the Environmental Service etc. 	<p>Experience</p> <p>Experience in a construction-based environment</p> <p>Experience of Construction, Design and Management (CDM) regulations</p>	E	E

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Give consistent and professional advice to Council employees, managers and contractors on CDM Regulations, CSCS Registration, Non-licensed Asbestos Works, HAVS, Noise, manual handling, use of machinery, working at heights, etc. • Ensuring effective communication to Services of their responsibilities and ensure that support/advisory systems are available to assist them to meet their requirements. • Providing expert support and advice to management on the development and implementation of building related hazardous materials management systems. • Providing support and advice to Service Managers on areas such as the impact of developing health and safety legislation, Council policies, safe systems of work, performance monitoring including more serious or complex issues which have wider policy/operational implications. • Produce and present reports, guidance and other documentation, which will often be of a technical nature as required, which may include: <ul style="list-style-type: none"> ○ HAVS surveys/reports in accordance with legislative requirements. ○ Accident/Incident survey/reports in accordance with legislative requirements. ○ Noise Assessment surveys/reports in accordance with legislative requirements. ○ Prepare, manage and monitor related registers and associated databases, ensuring they are kept up to date. ○ Produce associated reports in an easy to understand format from asbestos surveys. 	<p>Previous Local Authority Experience or other Large Organisation</p> <p>Experience of Asbestos and Legionella Management</p> <p>Education, Qualifications & Training</p> <p>Minimum SMSTS (Site Manager Safety Training Scheme) or equivalent</p> <p>CMI Level 3 Introductory Certificate in Management or equivalent</p> <p>Experience of using Microsoft Office packages</p> <p>Conversant with Council Health & Safety/HR Policies</p> <p>Computer literate</p> <p>CMI Level 3 Certificate in Management (postholder would be expected to achieve within 2 years of taking up post)</p> <p>NEBOSH Construction or equivalent (postholder would be expected to achieve within 2 years of taking up post)</p> <p>IOSH accredited Legionella Management Training or equivalent (must be willing to attend this course within 1 year of taking up post)</p> <p>Ability to work on your own with minimum supervision</p> <p>Ability to meet deadlines and respond positively when under pressure</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

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<ul style="list-style-type: none"> • Give advice and guidance to client Services to ensure consistent implementation of the management of Health and Safety. • Ensure that Emergency Services have access to relevant information i.e. asbestos information, gas and electric certification. • Ensure the provision of competent and adequately resourced analytical and surveying services by assisting and supporting the procurement and tendering process. • Monitor documentation for asbestos removal projects and work in progress. • Monitor documentation for legionella remedial works, work in progress and check Health and Safety method statements. • Monitor arrangements and processes for the correct disposal of asbestos containing materials. Assist in ensuring that Fife Council's duty of care with respect to All regular and Special Waste Regulations is adequately discharged. • Develop and maintain adequate protocol and quality control of Health and Safety standards. • Monitor and advise appropriate managers on financial implications of asbestos, legionella, HAVS management etc. <p>Audit and Review</p> <ul style="list-style-type: none"> • Ensure Health and Safety audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and Corporate/Service priorities. • Ensure water quality audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and Corporate/Service priorities. • Ensure adherence to Statute Legislation, ACOP's and Council Policies. 	<p>Customer awareness and focus</p> <p>Ability to travel effectively throughout Fife to provide a service</p> <p>Ability to demonstrate an understanding of Fife Councils Policy and Procedures.</p> <p>Ability to use computerised work systems for a range of purposes, e.g. PC equipment and software.</p> <p>Ability to work from ladder and scaffold systems and access platforms</p> <p>Interpersonal & Communication Skills</p> <p>Excellent interpersonal skills/ oral and written skills commensurate with the requirements of the post. Good team working and team player. Positive attitude to the job</p> <p>Health & Physical Attributes</p> <p>Ability to provide a regular and effective service</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>

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<p>Effective Management</p> <ul style="list-style-type: none"> • Ensure that all Environmental and Building Services sections complies with the Health and Safety at Work Act 1974 and all regulations contained within, e.g. CDM, working at height, asbestos, HAVS, noise, waste, grounds maintenance, fleet etc; • Establish robust procedures for the monitoring of Health and Safety standards and ensure that these standards are met, taking corrective action where appropriate. • Management of external contractors to ensure compliance with statutory obligations in relation to building related Health and Safety issues, e.g. asbestos awareness, working at heights, PPE etc; • Displays forward thinking attributes in order to anticipate business demands. • Investigate accidents/incidents including implementing emergency procedures on behalf of Environment & Building Services. • Manage any other emerging building safety related issues, breaches of waste regulations, fleet management issues and ground maintenance including implementing emergency procedures on behalf of Environmental & Building Services. <p>Training and Development</p> <ul style="list-style-type: none"> • Co-ordinate and deliver corporate training provisions to ensure consistency and cost-effective solutions. • The post holder, through personal development, must keep up to date with emerging health and safety developments to ensure that training is consistent with changing legislation and good practice. 			

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<p>Policy and Strategy</p> <ul style="list-style-type: none"> • Develop a consistent and up-to-date Service-wide approach that ensures quality and health and safety management requirements are integrated into all relevant policy areas. • Develop procedures and individual Work Plans in line with legislative, corporate and Service priorities. • Monitor projects with related asbestos, remedial operations, ranging from minor encapsulation or repair to major removal operations. • Work with colleagues within Asset & Facilities Management, Occupational Health & Safety Team and Corporate Health & Safety Team to ensure an integrated approach to the management of Health and Safety. <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Ensure that systems are in place to effectively review the quality of Health and Safety survey reports, population and maintenance databases, works requests and other contract specific documentation. • Ensure that systems are in place to effectively review the legionella risk assessment reports and site log books. • Develop of innovative solutions for the improvement of service delivery and seek external opportunities through marketing asbestos surveying to external organisations where resources allow, in conjunction with the Environment & Building Compliance Manager. <p>Performance and Reporting</p> <ul style="list-style-type: none"> • Implement systems and procedures to achieve Council objectives. • Understand programme deadlines in order to meet business and regulatory demands. <p>Recognise what action is necessary to improve performance and take action to implement measures for improvement.</p>			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title of Specialist tasks

<p>Dealing with external organisations, sub-contractors and carrying out tasks as per the Task and Responsibility list for all services within Environmental and Building Services.</p>	<p>Negotiating and implementation skills to match compliance with, legislative directives and council guidelines management</p>	E	
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</p>
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<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results
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