



# Role Profile

<b>Health and Safety Compliance Officer</b>				<b>Purpose</b>			
Reference No.	SS2458	Type	Individual	<p>The post holder will lead and contribute towards the development of Health and Safety procedures and policies across Environment and Building Services and wider council. They will carry out compliance audits over a wide range of services to ensure that the services meet their statutory health and safety obligations and responsibilities. They will lead and manage health and safety projects over specialised areas including Environmental, Housing, Property and Maintenance.</p> <p>This role extends to the provision and development of policies in relation to construction related matters to client services on a council wide basis.</p>			
Service	Building Services						
Job Family	Health and Safety	Grade	FC8				
<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>Give consistent and professional advice to Service Management, employees and contractors on health and safety regulations and occupational health matters.</p> <p>Ensuring effective communication to Services of their responsibilities and ensuring that safe systems of work are in place and available to assist them to meet their requirements.</p>				<p>Educated to SCQF level 8 which includes HND or SVQ Level 5 or equivalent</p> <p>NEBOSH General or Construction</p> <p>NEBOSH Diploma or equivalent. If not held on appointment will be required to be obtained within 3 years of appointment.</p>		✓	✓

E = Essential Criteria    D = Desirable Criteria

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<p>Lead on a wide range of specialised topics across the council to share knowledge on specialised areas e.g CDM, Asbestos, Working at Heights, COSHH and occupational hazard and risk.</p> <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. May have sole responsibility for running a project individually or leading a small project team, including project planning and monitoring progress.</p>	<p>Experience of Construction, Design and management Regulation (CDM 15)</p> <p>Time-served craftsman</p>		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Developing and delivering training, briefing sessions and toolbox talks to a wide range of internal customers, e.g., General Health and Safety Awareness Training for Service Managers, Managers, and Employees in addition to topic specific training such as Working at Heights, Manual Handling, HAVS, Hazard Perception and CDM.</p> <p>Leading on health and safety inductions for all new start employees and apprentices.</p>	<p>Experience of using Microsoft Office packages and developing presentations using PowerPoint</p> <p>Knowledge of Council IT systems such as PowerBI, Comis, Assyst and TMobile</p> <p>Experience of developing a wide range of health and safety training, toolbox talks, briefings, inductions.</p> <p>Willingness to attend C&amp;G training qualification.</p> <p>Train the Trainer Qualification</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Providing expert support and advice to management on the development and implementation of building related hazardous materials management systems.</p> <p>Produce and present reports, guidance and other documentation, which will often be of a technical nature as required, which may include:</p> <p>HAVS surveys/reports in accordance with legislative requirements.</p>	<p>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</p> <p>Experience of coming up with innovative solutions (Embrace technology &amp; information) Evidence good problem solving and analytical skills Experience in</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<p>Accident/Incident survey/reports in accordance with legislative requirements.</p> <p>Noise Assessment surveys/reports in accordance with legislative requirements.</p> <p>Prepare, manage and monitor related registers and associated databases, ensuring they are kept up to date.</p> <p>Produce associated reports in an easy-to-understand format from asbestos surveys.</p>	<p>creating formal reports, documentation, web page information and action plans</p>		
<p>Leading on Health and Safety matters at Committees and Forums. Input/lead to Corporate Groups/subject topic expert.</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>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>Audit and Review</p> <ul style="list-style-type: none"> <li>• Ensure Health and Safety audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and Corporate/Service priorities.</li> <li>• Ensure water quality audits and monitoring protocols are developed, prioritised and effectively undertaken in line with Team Plan and Corporate/Service priorities.</li> <li>• Ensure adherence to Statute Legislation, ACOP's and Council Policies</li> </ul>	<p>Evidence good problem solving and analytical skills</p> <p><b>Health &amp; Physical Attributes</b></p> <p>Ability to travel effectively throughout Fife to provide service</p> <p>Ability to work at height, access confined spaces and excavations.</p>	✓	✓

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<p>Continuous Improvement</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that systems are in place to effectively review the legionella risk assessment reports and site log books.</li> <li>• 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 &amp; Building Compliance Manager.</li> </ul>				
<p>Performance and Reporting</p> <ul style="list-style-type: none"> <li>• Implement systems and procedures to achieve Council objectives.</li> <li>• Understand programme deadlines in order to meet business and regulatory demands.</li> <li>• Policy and Strategy</li> <li>• 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.</li> <li>• Develop procedures and individual Work Plans in line with legislative, corporate and Service priorities.</li> <li>• Monitor projects with related asbestos, remedial operations, ranging from minor encapsulation or repair to major removal operations.</li> </ul>				

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<ul style="list-style-type: none"> <li>Work with colleagues within Asset &amp; Facilities Management and Corporate Health &amp; Safety and Wellbeing Team to ensure an integrated approach to the management of Health and Safety.</li> </ul>			
<p>Required to manage cordoned off dangerous situations due to Health &amp; safety breaches or incidents including inner and outer cordons until the conclusion of any incident or breach.</p> <p>Required to design complex instructions &amp; plans for the control of hazardous substances and potential unavoidable dangerous situations, giving training where necessary and carrying out regular management inspections to ensure your plans are implemented and adhered to.</p> <p>Required to take direct management responsibility for up to 5 apprentices and or one operations officer. This will include mentoring, daily tasking, attendance management and liaising with the employability team.</p> <p>Required when called upon, to manage and supervise multi-trade construction sites. Taking responsibility for managing operatives, sub-contractors, material supplies, etc and delivering works to the quality standards set out by the clients and agents within our contracts.</p>	<p>Previous supervisory experience in a construction environment</p>		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**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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<b>Job Title (Specialists Tasks)</b>			

**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.

<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>