

HEALTH AND SAFETY ADVISER (SERVICE)

Reference No.	A4100	Type	Generic
Service	Various		
Job Family	Professional 1	Grade	FC7

Purpose

To support the implementation of the Council's Health and Safety Management Framework and obligations, working with Services and their Forums to deliver the health and safety improvement agenda and ensure the Service meets their corporate and statutory health and safety responsibilities.

To contribute to significant projects, support a portfolio of subject areas and input to relevant groups as required by the corporate Health Safety and Wellbeing team.

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
Providing competent and comprehensive advice on health and safety matters covering a range of health and safety topics within a designated Service. This may be related to legislation or the application of Council Policy	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent including NEBOSH National General Certificate (or equivalent)	✓	
	Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent including NEBOSH Diploma or equivalent		✓
Ensuring health and safety compliance and on-going continuous improvement within designated Service, including initiating local projects to improve health and safety culture	Experience of delivering health and safety advice, preferably in a multi-disciplinary organisation (Take ownership – See 'How We Work Matters' Framework)	✓	

Role Profile

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Supporting designated Service managers with the implementation of the health and safety management framework	Ability to provide a regular and effective service	✓	
Assisting and supporting managers with gap analysis, action plan development and monitoring progress against the action plan outcomes	Evidence of technical and professional knowledge	✓	
Working closely with the corporate Health Safety and Wellbeing team to share knowledge on any specialist topic areas e.g. Asbestos, Working at Height, to the benefit of the Council	Experience of deploying policy and procedures.	✓	
Participating in Health and Safety Committees, Forums to provide specialist health and safety advice and support. Having significant input/lead to relevant groups/subject topic professionalas required by the corporate Health Safety and Wellbeing team	Develop local guidance and share across service area. Report writing skills	✓ ✓	
Working with the corporate Health Safety and Wellbeing team to undertake and advise 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	Communication skills (Work together) Persuasion skills Influencing skills	✓ ✓ ✓	
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	Experience of taking health and safety issues/ legislative change to a manager or staff group and closing the loop with a mutually satisfactory outcome (Deliver results)		✓
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	Formal Audit Qualification Experience of developing and conducting health and safety audits	✓	✓

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Monitoring accidents and follow up with investigations/ further actions, providing timely advice. This may also include supporting the investigation process	<p>Knowledge of current health and safety legislation and evidence of CPD</p> <p>Experience of coming up with innovative solutions (Embrace technology & information)</p>	✓	
<p>Developing and delivering training, briefing sessions and tool box talks to Service staff, following the corporate health and safety training modules where available. Should other training be required, this will be developed in conjunction with the corporate Health Safety and Wellbeing team</p> <p>Although not line managed by the corporate Health Safety and Wellbeing team, there is a requirement to work closely with and liaise over emerging issues, trends and attend working groups. Specific work may be delegated from the corporate team for action</p>	<p>Experience of developing and delivering a range of health and safety training, tool box talks, briefings, inductions.</p> <p>Experience of delivering health and safety training (Focus on customers)</p> <p>Ability to visit any service buildings/place of work short notice</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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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.

E = Essential Criteria D = Desirable Criteria

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results