



Role Profile

HEALTH AND SAFETY LEAD OFFICER

Reference No.	A4293	Type	Individual
Service	Human Resources		
Job Family	Health & Safety	Grade	FC9

Purpose

Focussing on specific remits, assist the HR Service Manager (Health & Safety and People Analytics) with the implementation and maintenance of the highest standards of occupational health, safety and wellbeing across Fife Council. Ensure that health and safety governance arrangements are in place, monitored and audited. Ensure the health and safety management system is implemented and maintained across the Council and promote continuous health and safety improvement.

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

Day-to day line management and leadership of designated team members and cover for the Service Manager (Health & Safety and People Analytics) as required. Prioritising and managing work requests. Authorising requests, e.g. holiday approvals/travel/expenses. Undertaking back to work interviews following absence.

Assisting with developing Section Plan and Personal Development Plans, and monitoring and ensuring performance. Managing staff development in conjunction with Service Manager and Lead Officer colleagues.

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

E **D**

Considerable Health and Safety experience in a large multi-disciplinary organisation

✓

Teamworking skills

✓

Leadership, Coaching, Management and Supervisory skills

✓

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Identifying emerging issues by keeping up to date with new legislation and Health and Safety best practice through for example networking/HSE website and other technical journals. Supporting team members with day-to-day enquiries/interpretation of legislation.	Educated to SCQF level 10, which includes an Honours Degree or equivalent including NEBOSH Diploma or equivalent qualification	✓	
Promoting and supporting the implementation of the Council's Health and Safety Policy commitments, providing or arranging competent advice, support, guidance and training as appropriate.	Extensive knowledge and understanding of current Health & Safety legislation	✓	
Ensuring important information is communicated effectively to the organisation. Developing, consulting and seeking approval for Policies, Procedures and Guidance, including the maintenance of the document control system and document review programme. Provide professional Health & Safety advice and support to the HR Service Manager (Health & Safety and People Analytics), Council Services and Council's management team. Allocating Policies, Procedures and Guidance to team members for development.	Experience of auditing and Policy development Communication skills (both written and oral)	✓ ✓	
Engaging the Corporate Health and Strategy Group to advise on Policy changes. Providing support to the Group in discharging its role and functions. Developing briefing papers for the Council's Executive Team including Annual H & S Report.	Ability to produce written information to tight deadlines and to a high standard	✓	
Ensuring performance measures remain effective and support corporate plans and the Workforce Strategy. Providing an independent audit and scrutiny function, delivering a structured programme of Health and Safety audits and developing, measuring, collating and reporting on a range of agreed Health and Safety performance objectives.	Formal audit qualification Experience of Local Government Ability to think strategically with experience of translating strategy into deliverable plans	✓ ✓	✓ ✓

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Appraising arrangements and practices to ensure they deliver effective and best value safeguards for the organisation.	Broad understanding and knowledge of effective medium and long term strategies to deliver organisational goals		✓
Hands on project management as required including co-ordinating and managing resources. Advising HR Service Manager of project risks and issues and developing solutions to mitigate and resolve these.	Project Management skills	✓	
Responding to serious incidents, analysing, advising and ensuring appropriate action is taken.	Ability to visit any of Fife Council's buildings at short notice		✓
Supporting the HR Service Manager (Health & Safety and People Analytics) in the day-to-day delivery of the Councils health surveillance programme ensuring effective service delivery that meets statutory requirements and good practice. Including liaison with external occupational health provider in conjunction with HR colleagues.	Experience of delivering safety training e.g. IOSH Managing/Working Safely CMIOSH accreditation		✓ ✓
Using organisational awareness and technical knowledge, identifying, developing and organising Health and Safety training to ensure an appropriate range of training and competence assessment is available. Monitoring training delivered by other Services to ensure quality and corporate message and up to date with current legislation.	Train the Trainer Qualification Experience of developing and delivering a range of Health & Safety training courses	✓	✓
Promoting and ensuring the use and development of electronic systems and the organisation's 'digital by default' journey. Managing the accident reporting process to ensure all preventative actions have been appropriately inserted and investigations conducted. Approving accidents or incidents to be reported to the HSE under RIDDOR Regulations.	IT skills and experience of promoting the use of technology Experience of and the ability to engage effectively with key stakeholders, ability to persuade and influence a wide range of audiences	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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:	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>