

TECHNICIAN ENGINEER (SITE SAFETY/SITE PRACTICES)

Reference No.	G173.01	Type	Generic
Service	Asset, Transportation and Environment		
Job Family	Professional 1	Grade	FC7

Purpose

To provide a professional, competent and operationally focussed Health and Safety consultancy service to Roads Operations ensuring all activities are undertaken via recognised, clearly understood and achievable safe systems of work including co-ordinating all site practices to ensure compliance with relevant regulatory and organisational requirements.

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

Leading and coordinating all aspects of the Roads Operations Health and Safety Management system including the development and review of specific arrangements and the design, development and maintenance of specific processes, practices and systems to control exposure to hazards and reduce associated risks.

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

Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent, in relevant area

Significant post qualification experience

Educated to SCQF level 9 which includes a Degree or equivalent in relevant subject area

Ability to provide a regular and effective service

E **D**

✓

✓

✓

✓

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
Leading and co-ordinating all assessments for activities including the identification of needs, preparation of new assessments and the systematic/reactive review of existing assessments including the on-site use of specialist measurement equipment and software producing technical reports as required e.g. COSHH, manual handling, noise, HAVS.	NEBOSH Certificate (or equivalent) Significant knowledge of relevant Health and Safety Regulations Analytical Skills (Focus on customer – See ‘How We Work Matters’ Framework)	✓ ✓ ✓	
Undertaking routine/ad-hoc site visits/inspections/audits to ensure all site practices are in accordance with relevant health and safety requirements including the development and implementation of detailed short, medium and long term improvement programmes to address any areas of non-compliance/non-conformity.	Significant experience in a contracting/health and safety role, in a construction/engineering environment Knowledge/experience of audit processes Experience of commercial operations/activities	✓ ✓	✓
Leading and co-ordinating all accident and incident reports including instructing and/or undertaking investigations, producing reports, reviewing of third party reports and producing statistical reports as required.	Knowledge of accident/incident investigations Communication skills Numeracy skills Literary skills IT skills (Microsoft Office packages) (Embrace technology and information) Project management skills/experience	✓ ✓ ✓ ✓ ✓	
Analysing all accident/incidents for specific trends developing specific arrangements including, where required, the amendment of site working practices to affect improvements and/or reduce the levels of accidents/incidents in line with industry good practice and/or organisational targets.			

Role Profile

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Ensuring suitable and sufficient arrangements are in place for Managers/Technical Staff/Supervisors and Operatives to attain the required Health and Safety competencies, knowledge and understanding (including preparation and delivery of briefings, toolbox talks).	Experience of working with external parties Highway maintenance/civil engineering experience	✓	✓
Leading and co-ordinating all occupational driving issues (including winter gritting and snow clearing) developing arrangements to ensure all work practices are in full compliance with all relevant legislation and Council Operator license requirements including ensuring all fleet/plant/vehicles are fit for purpose are being used in accordance with organisational procedures, safe systems of work and agreed work practices.	Significant knowledge of statutory and regulatory requirements concerning occupational driving e.g. tachographs, license requirements, working hours Knowledge/experience of operational management systems to ensure compliance with Operator License requirements	✓ ✓	
Leading and co-ordinating the strategy on procurement of new plant to ensure health risks to employees are controlled and reduced including developing technical specifications with regard to weight, noise and vibration.	Technical experience e.g. specifications, drawings, standards Experience of operating procedures and processes Experience of procurement/tendering process Knowledge of Council/Service level policies and procedures	✓ ✓ ✓	✓
Developing and maintaining arrangements for the control of operational Health and Safety equipment including calibration, safety checks and overall inventory control e.g. cable locating devices, lifting equipment.	Experience of lifting operations, plant and equipment	✓	

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Providing competent and professional advice and guidance to managers and staff on Health and Safety matters including specific operational instruction relating to site working practices.	Conflict handling skills Problem solving skills Knowledge of Council Services and responsibilities	✓ ✓	✓
Attending relevant management meetings/forums and providing representation at internal/external events including liaison with Corporate Health and Safety team on all related matters.			
Prioritising own workload in accordance with Service/Team plans and priorities and contributing/assisting in the delivery of Team Plan objectives balancing competing demands and priorities.	Organisational skills (Deliver results) Time management skills Ability to use own initiative (Take ownership) Team working skills (Work together) Ability to work without supervision and manage conflicting demands	✓ ✓ ✓ ✓	
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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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