

JOB DESCRIPTION

Job Title	Corporate Health and Safety Advisor
Portfolio	Planning, Environment & Economy
Reports to	Corporate Health and Safety Team Leader
Location	Agile – Mold, Flintshire sites/Home
Job Reference/ID Number	74142210002

Job Purpose

To work as part of a highly professional safety team, providing competent advice and guidance in line with the current legislation and the Council's Safety Management System. To co-ordinate and maintain a proactive, high quality health and safety provision enabling managers to discharge their statutory duties for the health and safety of employees, service users and others effected by our activities through appropriate corporate and service action. To monitor and audit for compliance and best practice through continuous improvement.

Principal Accountabilities

- Ability to provide professional and pragmatic advice and guidance on all aspects of health and safety at work
- Proven communications skills with the ability to manage relationships at all levels. Confidence to build good working relationships in order to guide and support the many diverse Council services.
- Maintain an awareness of recent developments in legislation and best practice relating to health and safety and ensure consideration is given to their incorporation into the Council's Policy, Safety Management System, Council's Strategy and Operational Service Plans through continued monitoring and review.
- Investigate accidents/incidents and third party/employer liability claims involving employees/service users/pupils/contractors and members of the public and provide recommendations and advice in order to prevent recurrence of such incidents and potentially defend claims.
- Prepare written reports regarding inspections, audits and investigations as appropriate and provide advice on remedial measures and action plans.
- Interpret, prepare and review policies, standards/guidance and reports on health and safety to ensure the Safety Management System is up to date and provide the Council services guidance and best practice to ensure compliance.
- Monitor and evaluate the effectiveness of Council's Health and Safety Management System (SMS) through workplace inspections, surveys and the analysis of accident statistics. To ensure management teams are aware of any potential or actual breaches of legislation, policy or procedural guidance.

- To develop and facilitate the delivery of high quality health and safety training, including the ability to present bespoke training, when required.
- Provide guidance and advice to management teams in the production of risk assessments and ensure compliance with the guidance set out in the Health and Safety Management System (SMS) and provide evidence that their responsibilities have been effectively implemented and discharged.
- Liaise with Occupational Health colleagues as appropriate regarding advice and guidance on health risks and controls, particularly in the areas of HAV's, DSE, Health Surveillance and determining potential causation and control measures.
- Liaise with Statutory Authorities, Voluntary Organisations and other relevant outside bodies.
- Communicate, as appropriate, on behalf of the Council with the Health and Safety Executive to ensure agreement on the appropriate Health and Safety action plans.
- When required and/or appropriate, deputise for the Corporate Health and Safety Team Leader in the delivery of his/her operational health and safety responsibilities relevant to the skills and abilities commensurate with the post holder.
- Provide, as appropriate, specialist advice, guidance and technical support to external organisations with respect to agreed Service Level Agreements

Supervision/Management of People

This role does not require the candidate to supervise or manage people.

Employment Checks/Specific Requirement i.e. DBS

Qualifications, previous employment references

Special Working Conditions

This role is an agile post working at various sites across the Council with opportunity for working from home, therefore, the candidate will be required to travel and carry out inspections (indoor and outdoor).

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?

Knowledge and Experience		
A qualified health and safety professional with a NEBOSH Certificate and NEBOSH Diploma in Occupational Health and Safety or equivalent level of health and safety qualification and an ability to demonstrate evidence of continued professional development.	Essential	Application/Interview
Minimum of 5 GCSEs (A-C) or equivalent	Essential	Application
Experienced health and safety practitioner with a minimum of 5 years' experience.	Essential	Application/Interview
Experience of working as a team player with ability to organise and motivate staff together with a thorough understanding of team working principles well as working independently.	Essential	Application/Interview
Be able to demonstrate significant experience of working in a multi-disciplinary organisation and have extensive knowledge of Health and Safety law.	Essential	Application/Interview
Proven experience in the development and implementation of health and safety procedures.	Essential	Application/Interview
Experience in carrying out detailed accident/incident/third party/employer liability claims investigations.	Essential	Application/Interview
Sound knowledge of training needs analysis and delivery of high quality bespoke training	Essential	Application/Interview
Occupational Health and safety degree	Desirable	Application/Interview
Chartered Member of the Institute of Occupational Safety and Health - Chartered Safety Practitioner	Desirable	Application/Interview
Welsh speaker	Desirable	Application/Interview
Local Authority experience	Desirable	Application/Interview
Skills		
Established up to date knowledge of health and safety legislation/guidance and with proven ability to interpret and apply.	Essential	Application/Interview
Ability to initiate and implement change.	Essential	Interview
Ability to prioritise tasks and manage competing demands on time, ensuring all deadlines are met.	Essential	Interview
Well organised with the ability to quickly switch from one area of work to another.	Essential	Interview
Ability to act with tact and diplomacy.	Essential	Interview
Self-motivated and able to demonstrate an ability to determine and deliver own individual service objectives	Essential	Interview
Possess well developed analytical skills with a high level of IT skills with proven knowledge of a variety of databases and Microsoft office packages including the ability to produce statistical data via excel.	Essential	Application/Interview
High level and effective training/presentation skills.	Essential	Application/Interview
Team player and ability to manage relationships at all levels.	Essential	Application/Interview
Excellent written/practical skills and confident verbal communication, particularly when dealing with complex and sensitive information	Essential	Application/Interview
Excellent communication skills, both oral and written	Essential	Application/Interview

The ability to work under pressure, take one's own initiative and organise workloads to achieve priorities and objectives	Essential	Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview