
Recruitment information

Job description and person specification

Your title	Health and Safety Officer
DBS check	This post does not require a DBS check
Post number	PRN000337
Your team	Policy & Performance
You would be based	Civic Centre, Esher
Your line manager	Human Resources Manager

About the role

You will be the competent person, as defined by Regulation 7 of The Management of Health and Safety at Work regulations 1999, and main point of contact for corporate health and safety across the organisation.

The main purpose of the role:

Provide competent advice and guidance on a range of Health and Safety matters to the Council.

To ensure a comprehensive, proactive and responsive service in all aspects of health, safety and welfare at work, ensuring that the Council complies with appropriate legislation, regulations and professional standards in line with the Council's policies and procedures

Specific duties and responsibilities

1. To be the competent person, taking ownership of Health and Safety and leading on the continual improvement of health and safety performance within the organisation.
2. Advise on health and safety matters to ensure that the Council is compliant with the provisions of the Health and Safety at Work etc. Act 1974, health and associated regulations and any other legislation or Council policies which may come in force.
3. Develop and update the health and safety strategy, translating it into workable policies and procedures. Review health and safety related policies regularly and update them where appropriate.
4. Monitor, evaluate and review existing, new and upcoming Health and Safety legislation and ensure that the Council has policies and procedures in place to comply with the law.
5. Work proactively with all managers and other key staff to establish and maintain a programme of continuous improvement in the management of Health and Safety within their areas of responsibility, which includes conducting regular audits.

6. Ensure that rigorous risk assessment processes are in place to enable managers to undertake risk assessment processes to identify hazards, associated risks and to ensure that appropriate control measures are in place.
7. Ensure that accident management systems are in place to enable managers to evaluate and take steps to mitigate recurrence of accidents and ensure that appropriate control measures are in place.
8. Maintain a central record of risk assessments and monitor accordingly. Monitor and review all Display Screen Equipment (DSE) assessments, in accordance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, taking appropriate action as necessary.
9. Ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH, and that COSHH register, COSHH risk assessments, storage of hazardous materials etc.
10. Monitor accident reports and carry out investigations as necessary. Keep a record of accidents and look for trends, recording accident frequency rates (AFR) etc. Ensure that where necessary, accidents have been reported to the HSE Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
11. Sit on the Council's Employee Consultative Group and other relevant groups and make relevant recommendations to be implemented in respect of health and safety across the organisation.
12. Develop and when required deliver health and safety training to ensure compliance with any new health and safety initiatives or legislation to ensure that all staff are aware of the compliance aspects and of relevant risks, including staff induction and Manager training.
13. Keep abreast of current legislation relating to all health and safety aspects and make recommendations for any changes necessary to ensure compliance.
14. Liaise with managers where a risk assessment has identified a need, including carrying out stress risk assessments when required. Maintain appropriate records.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Health & Safety Officer
Team: Policy & Performance
Salary: £50,051 - £54,365
Grade: PO41 – PO45

Post no: PRN000337
Hours: 36
Car allowance: C4

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	NEBOSH diploma or equivalent	E	A
2.	Membership of cert. IOSH or higher	E	A

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	Experience of investigating accidents, report writing and representing an employer at any resulting meetings.	E	A, I
4.	Experience of writing and monitoring Health and Safety Policies and procedures.	E	A, I
5.	Experience in identifying and developing Health and Safety training	E	A, I
6.	Experience of conducting health and safety audits and resulting action plans.	E	A, I
7.	High levels of persuasion, negotiation and political skills.	E	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
8.	Ability to carry out risk assessments and keep under review the corporate process	E	A, I

9.	Ability to work under minimum supervision	E	A, I
10.	Extensive knowledge of current health and safety best practice	E	A, I
11.	Extensive knowledge of current health and safety legislation, and associated approved codes of practice (ACOP)	E	A, I
12.	Strong written and verbal communication skills, particularly report/strategy writing	E	A, I
13.	Strong analytical skills and able to interpret and advise on complex issues	E	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14.	Ability to drive	D	A
15.	Experience of using DSE or equivalent ICT systems.	D	A, I