

Role Profile and Specification - Health and Safety Officer

Service Area	Environment
Role Title	Health and Safety Officer
Location	Oxted/Agile
Reports to	Head of Environment
Salary/Grade	M2
Duration/Hours	37 hours per week

Job Purpose

To act as the principal Health and Safety advisor for the Council, leading on the development of policies and procedures, in conjunction with the Executive Head of Environment, to support the council in complying with its obligations under the Health and Safety at Work etc. Act and regulations made thereunder in relation to its employees, its management of its housing stock and commercial assets and the activities of its contractors and how these activities impact on persons other than employees, the general public and the environment.

This role involves working closely with management and employees to promote a culture of safety and well-being.

Key Objectives

To ensure a safe workplace environment without risk to health. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Co-ordinate the development of health & safety policies, systems of work and procedures.

Specific Responsibilities

- To oversee and coordinate the Council's corporate Health and Safety requirements, including the development, implementation and monitoring of compliance with the Corporate Health & Safety Policy.
- Review and update the corporate health and safety standards, guidance and templates annually.
- To oversee and manage the Council's Health and Safety Governance structure and monitor compliance in all areas of the Council's activities, ensuring all services report on their health and safety compliance standards to the Health and Safety Committee.
- To deliver reports on the Council's overall state of Health and Safety Compliance to the Extended Management Team on a quarterly basis.
- Take a collaborative approach to delivering health and safety advice/support across the council supporting colleagues to deliver positive outcomes beyond traditional

service boundaries where required and directed by encouraging the sharing knowledge, experience and resources across teams in the council.

- To advise the Council on health and safety issues including safe and healthy working practices for staff and contractors and to undertake a programme of safety inspections and audits.
- Provide health and safety advice to senior management, heads of service and managers in relation to health and safety legislation and guidance.
- Provide employees with guidance on health and safety queries raised and maintain and update SharePoint content relating to corporate health and safety.
- Carry out a full review of the corporate health and safety policy biennially and routinely update the policy as necessary where the management, structure or operational procedures of the council change.
- Implement and carry out an annual review of work-related risk assessments across the Council.
- To be responsible for the Council's Accident Reporting Scheme and to ensure that all reportable accidents and occupational health issues are reported in accordance with the RIDDOR Regulations.
- Provide guidance to managers in relation to accident and incident investigations and where the investigation is determined to be at a high level, to actively support the manager in the management of the investigation.
- Working with the Property Services team to manage the compliance and testing programmes for the Council's Housing Stock and other Council assets to ensure compliance with relevant gas, electrical, legionella and, fire safety and asbestos regulations, and ensuring regular reports on compliance standards are reported to the Health and Safety Committee.
- Carry out a monthly review of the accident, incident and customer support officer statistics produced to identify trends and areas of potential improvement/training
- Review all new legislation and guidance and any amendments and provide recommendations to senior management regarding the future health and safety requirements to be met by the council.
- Manage the meetings of the Health and Safety Committee, extracting and collating performance data from all service areas and preparing the reports and agenda for the 3 monthly meetings of the group. Reporting by exception to the Extended Management Team.
- Deal with queries, liaising with internal and external contacts, statutory bodies and providing advice and guidance where required.
- Work with colleagues in Human Resources to provide the necessary health and safety training to fulfil corporate health and safety responsibility and to support managers and employees of the council in managing risk.
- Lead on work priorities set by the Head of Environment.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential
<ul style="list-style-type: none">• NEBOSH diploma or equivalent.• Graduate Member IOSH.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Strong knowledge of health and safety legislation and best practices.• Experience of investigating accidents, report writing and representing an employer at any resulting meetings.• Experience of writing and monitoring Health and Safety Policies and procedures.• Experience in identifying and developing Health and Safety training requirements.• Experience of conducting health and safety audits and resulting action plans.• Ability to conduct thorough investigations and risk assessments.	<ul style="list-style-type: none">• Experience of working in local government.

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Excellent communication and interpersonal skills with the ability to communicate effectively with a range and variety of audiences and work well with teams.• Ability to think innovatively and practically.• Good relationship building, relationship management and negotiation skills, with demonstrated ability to influence and persuade.• Ability to work independently and as part of a team.• Strong organizational and time management skills.• Proficiency in Microsoft Office Suite and health and safety management software.• Ability to handle sensitive information with confidentiality.• Managing conflicting priorities.• Report writing skills.• Understanding of data protection.• Understanding of equality and diversity.	<ul style="list-style-type: none">• Ability to work successfully in a political environment and clear understanding of context in which the job is delivered.• An understanding of how to drive and deliver results and performance improvements and drive continuous improvement within specialist area.