

# Job summary

**Role title:** Health and Safety Officer

**Department:** Environmental Health

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## General description of role

The role requires a suitably qualified and experienced person to carry out health and safety at work inspections, investigations and enforcement interventions. The role primarily involves health and safety at work duties, including infection control related to skin piercing, but could potentially also include some general public health investigation and enforcement work.

We will consider applicants with a range of suitable qualifications or experience levels, including those who are fully qualified (EHRB and/or CIEH registered) Environmental Health Officers or Health and Safety Officers who hold suitable qualifications. Support and training will be given to help meet competency requirements where there is a development need, e.g. if recently qualified.

## Key duties and responsibilities of role

1. Undertake proactive health and safety at work inspections, compliance visits, investigations, surveys, sampling and interventions for the purposes of enforcing health and safety at work requirements in premises that the Council is the enforcing authority for.
2. Investigate accidents and incidents, including fatal accidents, usually taking the lead role in the investigation. Respond to notifications relating to licenced asbestos work, including confirming asbestos removal operations are undertaken in accordance with legislation.
3. Undertake a case load of reactive work, responding to and investigating complaints about health and safety conditions in workplaces, including matters relating to infectious disease and public health e.g. legionella control.
4. Undertake work relating to the administration of public health funerals, as directed by the Environmental Health Team Leader. This may include liaison with the coroner and funeral director, identification of next of kin, organisation of funeral arrangements and recovery of costs.
5. Assess applications for registration from premises and operators undertaking skin piercing activities to consider any public health and infection control issues, providing advice on best practice, plus confirming and enforcing legal requirements. Participate in proactive project work and educational activities where required, including taking lead responsibility for particular topic areas.
6. In all cases, evaluate health and safety conditions and contraventions, make decisions, identify and implement the most appropriate actions to secure improvements in risk control and ensure compliance with The Health and Safety At Work etc Act 1974 and Regulations made thereunder. This will include the use of formal enforcement processes, as well as the provision of advice and guidance to promote best practice. Respond within corporate

timescales, keeping relevant parties informed and maintaining up to date case records, e.g. database entry and electronic file indexing.


7. Represent the Council in County liaison meetings, and disseminate information and reports from such meetings back to colleagues. Support with the training of new or recently qualified officers and the Environmental Health Apprentice, including supporting them with obtaining the necessary knowledge, skills and behaviours.
8. Communicate with residents and businesses to advise them on the relevant legal provisions and best practice recommendations for health and safety at work, using a variety of methods including face-to-face, via telephone, e-mail and in writing. Communicate with external stakeholders and partners such as the Health and Safety Executive, UK Health Security Agency and other Councils about the progress of cases and investigations.
9. Analyse and interpret data and information and implement decisions on a broad range of activities across the service area. Liaise with other Council services such as Planning, Legal and Licensing to achieve compliance and improved outcomes for businesses and residents.
10. Carry out enforcement duties in line with our Enforcement Policy, either alone or as part of a team, including collection of evidence using powers such as seizure and detention, taking statements and cautioning offenders as necessary. Prepare reports, draft and serve formal notices, prepare cases for prosecution in the Magistrates' Court and attend court as a witness.
11. Assist and support other members of the Environmental Health team to deliver services such as food safety, public health, housing or pollution, dependant on relevant experience and qualifications and subject to service requirements. Work outside normal office hours, when necessary, for the effective performance of duties.

# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>	Health and Safety Officer		
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

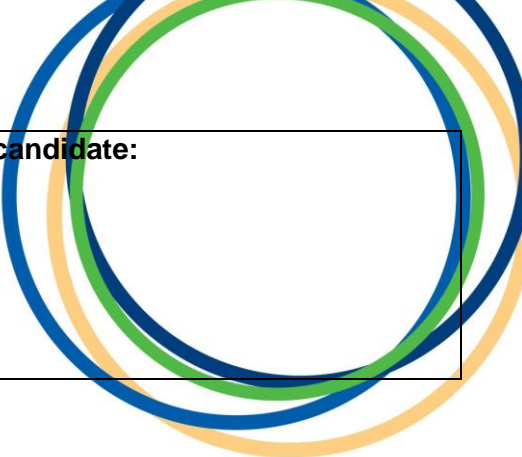
Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Qualifications</b>			
NEBOSH National Diploma in Occupational Safety and Health <b>or</b> Degree in Environmental Health <b>or</b> equivalent	E		
Degree or equivalent level of education	P		
Registered Environmental Health Practitioner with the Chartered Institute of Environmental Health (CIEH) or be actively working to obtain registration within the next 12 months.	P		
<b>Experience and achievements</b>			
Knowledge of current occupational health and safety legislation and experience of applying it in the workplace	E		
Knowledge of the legal framework around health and safety enforcement, including relevant Codes of Practice, technical guidance, best practice and case law	E		



Experience of formal enforcement activity, ideally in a health and safety role e.g. improvement notice service, prohibition procedures, prosecution, gathering evidence etc.	E		
Practical experience of accident and complaint investigation	E		
Local government experience	P		

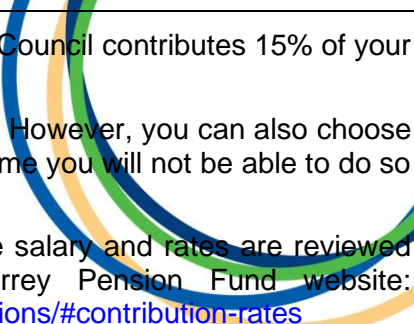
Role required competencies and behaviours			
Excellent communication skills (verbal, written and presentation)	E		
Investigative and analytical approach	E		
Ability to produce clear, concise reports	E		
Effective time management and ability to meet deadlines	E		
Effective negotiation skills	E		
IT literate (Word, Excel, PowerPoint, databases)	E		
Ability to travel to meetings and venues around the borough to attend appointments. This would normally involve use of your own vehicle and holding a driving licence valid to drive in the UK	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		

Total Criteria Score		Feedback to be given to candidate:
Essential Criteria Score		
Preferred Criteria Score		
Appointment choice number	1st / 2nd / 3rd	

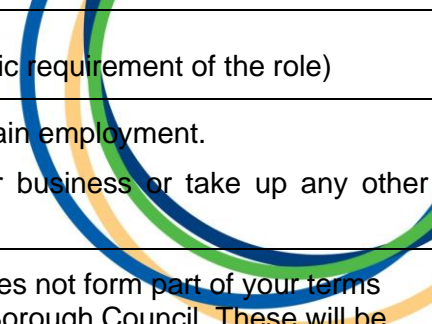


# Summary of employment package

<b>Place of work</b>	The role will be primarily based at <b>Town Hall, Reigate</b> . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
<b>Salary</b>	Graded Professional, the salary will be in the region of £38,298 - £49,194 pro rata (£26,595.83 – £34,162.50) per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
<b>Duration of contract</b>	The contract will be offered on a permanent basis.
<b>Probationary period</b>	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
<b>Hours of work</b>	Hours of work are nominally 25 per week.
<b>Employment Benefits</b>	
<b>Flexible working</b>	<p>Dependant on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs.</p> <p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient team cover and the particular needs of the service at that time.</p>
<b>Annual leave</b>	<p>The basic leave entitlement is 180 hours per annum, rising to 205 hours per annum after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>



<b>Pension</b>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<b>Training and development</b>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<b>Professional subscriptions</b>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year.</p>
<b>Car parking / Travel loan scheme / Cycle Purchase Scheme</b>	<p>With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day.</p> <p>We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).</p>
<b>Employee discounts</b>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>
<b>Other Conditions</b>	
<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"> <li>• at least two satisfactory references</li> <li>• eligibility to work within the UK, and proof of your identity</li> </ul>



	<ul style="list-style-type: none"> <li>evidence of relevant qualifications</li> <li>basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)</li> </ul>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate &amp; Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p> <p>Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.</p>



# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

