

Role Profile

Job Title:	Corporate Health and Safety Advisor	Grade:	14 – £55,155 - £57,201
Department:	Corporate Health and Safety (CHS)	Post no:	58554 and 58555
Directorate:	Strategy and Change	Location:	Perceval House, Ealing

Role reports to:	Head of Corporate Health & Safety
Direct Reports:	
Indirect Reports:	Strategic Directors, Directors, Heads of Service, Managers, Councillors, Employees, Trade Unions

This role profile is non-contractual, only intended to be indicative and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

JOB DESCRIPTION

Purpose of role:

To provide a competent, pragmatic, and professional health and safety advisory and support service to Council services and to monitor compliance through audits and inspections.

Reviewing, updating, embedding, and monitoring of the Council's health and safety management system, associated policies, and procedures.

Evaluate and update the safety management systems to meet the needs of the organisation and changing regulatory landscape.

Be at the forefront for driving positive health, safety, and wellbeing culture across the organisation via varied and innovative initiatives alongside timely intervention / interaction with the service managers.

Lead on health and safety cultural change.

Key objectives of the role are:

- Working with directors, managers, staff, unions and others to ensure the Council remains compliant with health and safety legislation and requirements.
- To audit and inspect services across council teams to monitor and highlight area of non-compliance or unsafe working practices. To work with directors, managers and staff to construct actions plans following audits to help them rectify issues highlighted in a risk proportionate and cost-effective way.
- To promote and encourage a strong culture of positive pragmatic health and safety compliance and practical application of health and safety policies and procedures, throughout the Council and other stakeholders.
- To lead on the interpretation, application and enforcement of relevant health, safety and fire safety legislation, best practice, and industry guidance with an emphasis on bespoke pragmatic and cost-effective risk control. To be part of the corporate 'competent person' function in respect to providing advice / guidance on a wide variety of topics and areas covering all council activities.
- To support the service in improving the safety and wellbeing culture of the organisation through a variety of mediums and approaches.
- Provide advice, subject matter expertise and technical support on the completion of risk assessments.

- To be a member of the Corporate Health and Safety (CHS) team delivering efficient and effective health, safety and wellbeing services including, where applicable, to the agreed Service Level Agreements (SLA) and key performance indicators (KPIs).
- To be one of the first points of contacts within CHS, deputising for the Head of Corporate Health and Safety (including the legal 'competent person') as and when requested.
- Assisting in the preparation of directorate reporting and attendance at directorate H&S committee meetings as required
- To produce reports, following audits and inspections to support management on managing health, safety, and wellbeing including quarterly directorate reports
- To undertake accident, incident and near miss investigations in conjunction, where applicable, with outside agencies. As part of these investigations to work with directors, managers, staff, and others to ensure causes are identified, lessons learnt and to then work with managers to implement programmes for improvement.
- Review contract documentation and provide competent advice to aid procurement and ongoing contract review monitoring.
- Review on an ad hoc basis, risk assessments and method statements to support project managers.
- Work with the equalities team to support diversity in the workplace to include attending meetings.
- Review workstation assessments and provide one-to-one specialist input to the user and their manager including wayfinding for the provision of equipment.
- Input on service delivery and accommodation changes.

Key accountability:

The Health and Safety Advisor is directly accountable to the Head of Corporate Health and Safety.

The Health and Safety Advisor must also undertake their role with consideration of the potential legal and civil consequences of the advice and guidance they give to managers / staff.

Main duties and responsibilities:

- To help implement and deliver an overarching strategic plan to improve health and safety compliance across the council.
- To assist directors and departmental heads in developing health and safety plans for their service areas, monitoring their implementation and guiding / mentoring managers as appropriate.
- To lead reviews of both corporate and departmental strategy's progress and effectiveness via inspections, auditing and working closely with relevant managers and staff.
- To lead on the development, implementation, maintenance and management of systems, procedures, policy and any associated guidance.
- To identify risk reduction priorities within the corporate risk register and help directors and managers implement effective strategies for control.
- Plan, develop and refresh the site and building inspection / audit programme based on risk.
- To undertake council-wide health and safety audits and inspections for Ealing Council contracted services and leased properties.
- To evaluate operational effectiveness, devise reports and set action plans in line with the Councils safety management system to monitor and control significant risks.

- Working closely and proactively with departmental leadership teams to help them understand the risks created by their activities and to ensure there are suitable local management responsibilities and arrangements for health and safety.
- In conjunction with managers and staff, develop and help implement remedial actions to address any shortfalls in compliance, including improvements in associated processes and procedures.
- To act as the 'competent person' when guiding managers to ensure that council contractors are suitably procured, monitored and evaluated.
- Provide specialist subject matter expertise on subjects within the scope of knowledge and experience, e.g. asbestos management, fire safety, water hygiene and construction design management (CDM).
- Lead on the development and delivery of a health and wellbeing plan and initiatives.
- Manage a portfolio of projects including review and lead on specific projects as required.
- Prepare and deliver written reports for the senior leadership team or service directors, as required.
- To actively participate, and where appropriate lead, corporate working groups / projects e.g., organisation emergencies, Building Safety, water hygiene
- Represent CHS at internal and external meetings including directorate committee meetings and those with external agencies / enforcement agencies.
- Review and update the CHS service offered to departments, reflecting the findings of audits, inspections, and legislative changes.
- To develop commercial opportunities to provide health and safety services to partnering / related 3rd party organisations.
- To review health and safety training and awareness programme across the council and deliver, both personally and where applicable via a 3rd party
- Promote health and wellbeing, undertake stress assessments (individual and service), lone working and develop and deliver initiatives.
- Keep abreast with changes in legislative requirements and best practice, developing awareness to support their satisfactory adoption by the Council.
- Liaise and consult with Trade Unions the Health and Safety Executive and all other bodies concerned with health and safety matters.
- Produce advice and guidance notes / newsletters on legislative changes in plain English to help the organisation understand.

Organising

- Advise and support the professional development of health and safety advisors / apprentice within the team, building on the work already done to create a team of multi-disciplinary professionals.
- To lead, for the team, on work with Public Health to support and assist in the development of the Council's health and well-being programme.
- Attend necessary meetings/seminars and conferences that enhance the overall safety efforts of the CHS service and for purposes of personal development.
- Analyse / review / produce procedures and policies, making recommendations for changes or updating, as necessary.
- Proactively investigate accident and incidents, identifying root causes and by analysis of accident / incident information and statistics lead managers to develop strategies to reduce rates of near misses, accidents, and work-related ill-health

- To work with the councils' insurance provider in relation to incident investigation and claims management.
- Provide advice to managers to help eliminate or reduce the potential risks of harm/injury/work related ill-health to those whom we have a duty and responsibility.
- To support directors and senior managers in managing health and safety by providing necessary support and required reports e.g., performance reports, statistics, and periodic update reports.
- Assist service heads to provide an effective means of employee consultation and participation with trade unions and all employees, contractors, service/suppliers' representatives.
- To support managers in their understanding and use of the risk assessment process to ensure all significant risks are properly and proportionally assessed and recorded.
- To support managers to devise and implement reasonable, suitable, and proportionate risk control measures for their service activities.
- Work with Facilities Management and others to support with / advise on any site compliance issues and where applicable suggest and review proposed remedial actions.
- At all times to carry out duties and responsibilities with due regard to the council's Equal Opportunities Policy and in accordance with agreed safety procedures, using approved protective clothing and equipment when necessary, and promoting the general health and safety policy.
- Any other duties commensurate with the role.
- Work will normally be during standard office hours but there may be occasions due to an incident for out of hours working. It is also possible, though these will be infrequent, that there may be occasions where attendance at out of hours meetings with residents / others may be required.

Key relationships (internal and external)

- Directors & Service Heads
- Ealing owned companies (Greener Ealing, Broadway Living)
- Property Services
- Human Resources
- Property Delivery Unit
- Strategic Property
- Occupational Health
- Public Health
- Emergency Management
- Line Managers / Staff
- Procurement
- External providers/consultancies/ contractors
- Local Government networks and employer bodies
- HSE (Health and Safety Executive), Public Health, LFB, Regulator of Social Housing
- Trade Unions
- Staff Representatives

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a (DBS) check.

Experience / knowledge:

- 1) Extensive and current experience of providing a competent health and safety advisory service across the council with expert knowledge of all aspects of current legislation, gained in a multi-site / multidisciplinary organisation.
- 2) Strong influencing and negotiation skills in presenting a case for change or improvement and winning business buy in.

- 3) Proven experience of and success in working to address / overcome reluctance to engage with safety advice along with proven ability / experience in pragmatically interpreting legal requirements for management.
- 4) Proven experience of senior / leadership stakeholder relationship management
- 5) Development and delivery of an engaging and creative set of health and safety training programmes / tools / resources
- 6) Flexible, proactive, enthusiastic, quick to adapt and act on new initiatives.
- 7) Demonstratable planning and monitoring skills to allow effective development and implementation of projects.
- 8) Excellent decision-making abilities and a problem-solving attitude together with experience of working with senior teams to influence culture change.
- 9) Strong written and verbal communication skills that are focussed on and tailored to the audience with demonstrable understanding of UK legislation and interpretation in plain English.
- 10) Able to communicate effectively to various levels from senior leadership to front line staff via a variety of methods and styles.
- 11) In-depth level of knowledge and understanding of health and safety terminology, legislation, and best practice and importantly in applying these to practical situations.
- 12) Experience of devising and delivering health and wellbeing initiatives.
- 13) Be able to self-manage and effectively prioritise health and safety work requests and activities.
- 14) Current demonstrable experience of managing a complex workload, including reactive and programmed work plan.
- 15) Up to date and applied knowledge of construction and building safety related health and safety standards.
- 16) Proven ability to react and organise a health and safety response to any emergency or incident.

Qualifications:

- Degree level / NVQ Level 6 diploma qualification in health and safety / similar (essential)
- NEBOSH Fire Safety Certificate / equivalent (desirable).
- IOSH membership (Cert IOSH or above) or equivalent with demonstratable continuous professional development (essential)
- Auditing qualification (desirable)
- NEBOSH construction certificate or demonstrable CDM knowledge / experience (essential)
- Qualification or demonstrable competency / experience in relation to health and wellbeing including stress, health initiatives, partnership working (essential)
- IT qualification or demonstrable competency in relation to the design of data management, its collation and interrogation (e.g. use of Power BI, Macro's compliance database) (desirable)
- Consideration will be given to candidates who can demonstrate competence primarily via experience in relevant environment if not formally qualified in line with the above.

Values & Behaviours

Improving life for residents	Trustworthy	Collaborative	Innovative	Accountable
Is passionate about making Ealing a better place	Does what they say they will do on time	Ambitious and confident in leading partnerships	Tries out ways to do things better, faster and for less cost	Encourages all stakeholders to participate in decision making
Can see and appreciate things from a resident point of view	Is open and honest Treats all people fairly	Offers to share knowledge and ideas	Brings in ideas from outside to improve performance	Makes things happen

<p>Understands what people want and need</p> <p>Encourages change to tackle underlying causes or issues</p>		<p>Challenges constructively and respectfully listens to feedback</p> <p>Overcomes barriers to develop our outcomes for residents</p>	<p>Takes calculated risks to improve outcomes</p> <p>Learns from mistakes and failures</p>	<p>Acts on feedback to improve performance</p> <p>Works to high standards</p>
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