

## Job Description

<b>Job Title</b>	Health and Safety Advisor
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	People and Organisational Culture
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	A8229

## Job Purpose

To undertake those activities of the Health and Safety Unit, as detailed within the main areas of responsibility.

To assist the Corporate Health and Safety Lead in maintaining an effective and comprehensive health and safety advisory service to all areas within the City Council and where appropriate, organisations external to it.

## **Directly Responsible For:**

No direct reports

## **Directly Responsible To:**

Corporate Health and Safety Lead

## **Main Areas of Responsibility:**

- The Unit performs the role of the competent person, enabling the organisation to meet its health and safety legal duties; providing advice and guidance on effective health, safety and welfare management to all managerial levels within the organisation, including promoting compliance with health and safety legislation, associated codes of practice and best practice
- Support all other roles within the Council who have health and safety responsibilities, providing technical advice and guidance, as required
- Advise on the corporate health and safety standards and practices throughout all the City Council service areas and, where relevant, areas external to it
- Produce, review and revise, as required, all allocated corporate health and safety policies, procedures, guidance notes and associated supporting documentation
- Advise and facilitate the preparation of suitable and sufficient risk assessments, as required across all service areas; to identify hazards, people at risk and effective control measures, as required to determine and manage risk through reasonably practicable measures
- Advise on all applicable action plans, including responsibilities for actions required and what would be considered reasonable timescales
- Liaise and consult with trade union safety representatives and other staff representatives, as required

- Provide liaising representation with external enforcing authorities, as required, including the emergency services and the Health and Safety Executive (HSE)
- Undertake pro-active and reactive health and safety performance monitoring and incident statistical analysis
- Conduct workplace, team function and task specific health and safety audits and inspections, across all services and schools, as required by the corporate health and safety management system programme
- Carry out appropriate investigations for all reported significant accidents, violent incidents, near misses and dangerous occurrences
- Carry out measurements and testing, as required to determine suitable workplace environments, including noise, air quality, temperature, light and slip resistance
- Support future strategy for the development of the Health and Safety Unit and facilitate the ongoing improvement of this service
- Determine, produce and deliver appropriate and bespoke health and safety instruction and training, across all service areas and, where relevant, areas external to it
- Support the development and evaluation of methods and processes for gathering, analysing, interpreting, and presenting data and information to inform corporate policies, procedures and interventions
- Undertake such other relevant and appropriate duties at a level of responsibility commensurate with the grade of the post, which may, from time to time, be allocated in the interests of the authority

## **Supervision and Management Responsibility:**

- Supervisory, mentoring and work allocation responsibility for apprentice placements

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- To travel and work from various premises and work sites across the city
- Delivering training that includes demonstrating lifting and moving techniques for various loads
- Demonstrating and setting up equipment that includes elements of manual handling and kneeling postures

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the Council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- The National Examination Board in Occupational Safety and Health (NEBOSH) Diploma or equivalent (A)

### Desirable

- Membership of Institute of Occupational Safety and Health (IOS)

## Experience

### Essential

- Extensive experience within a health and safety advisory position in a large and complex organisation, preferably in local government (A/I)
- Providing competent health and safety advice and guidance to all levels within an organisation, across a broad range of complex issues (A/I)
- Developing and/or advising on all the required supporting documentation to manage a broad range of health and safety issues (I)

### Desirable

- Experience of developing trusted relationships with positions at all levels, customers and external partners

- Developing and delivering health and safety instruction and training
- Health and safety auditing within a large organisation
- Experience of providing cost effective and quality service within an organisation, to increase efficiencies and deliver best practice

## Skills/Abilities

### Essential

- Excellent written and verbal communication skills (A/I)
- Ability to communicate effectively with all levels within an organisation, partners, and external authorities (A/I)
- Ability to plan, prioritise and manage workloads, to meet measurable deadlines (A/I)
- Self-motivated and able to work both alone and with others within a team, to achieve the overall aims and targets of the Unit (A/I)
- Ability to develop and deliver high quality training, using a variety of presentation methods (A/I)
- Ability to co-ordinate and participate in Unit and corporate work programmes (A/I)
- IT literate, ability to use programmes including MS Office and Excel. The post holder will also be expected to become competent at using other software applications relevant to the work of the unit. (A/I)
- Ability to demonstrate clear understanding of all relevant health and safety legislation, approved codes of practice and associated guidance (A/I)
- Ability to advise on effective solutions and to support these with effective reason and understanding; to use legal, moral and financial reasoning in convincing to adopt reasonably practicable measures (A/I)
- Ability to analyse and resolve complex issues (A/I)

## Commitment

### Essential

- Commitment to continuous improvement in the services provided by the Unit (I)
- Personal commitment to continuous professional development
- Flexibility regarding working time, with the occasional requirement to work outside of standard office hours

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A modern approach to health and safety management, recognising the need for flexibility and adaptation to change

## Other

### Essential

- Possess a valid driving license (A/I)

### Desirable

- Access to a vehicle for use on Council business