



ROLE PROFILE

Role Title:	Senior Corporate Health and Safety Officer
Service:	Environmental and Community Protection
Directorate:	Planning and Regulatory Services
Accountable to:	Principal Corporate Health and Safety Officer
Grade:	PO1
Car Category:	Essential
Work Style:	Flexible office based worker

Purpose of role

- To develop and implement specific Council health and safety strategies, policies, standards and procedures.
- To give advice and support to managers and staff, and promote a positive health and safety culture within the Council.

Key Objectives

1	Take a lead role, in conjunction with the Principal Corporate Health and Safety Officer, in the preparation, monitoring and reviewing of all Council Corporate Health and Safety Policies to develop and foster a positive health and safety culture. To provide advice and support to officers on Health and Safety compliance accordingly.
2	To work with other Council services to support health and safety compliance and good practice, review of controls and implementation of improvements.





3	To lead on a variety of health and safety projects, including projects relating to risk assessments across the Council and to provide a gap analysis and actions plans as needed including developing a pool of generic topic-based risk assessments that services can adapt and adopt where relevant.
4	To develop and embed health and safety training for Council staff, identifying what training needs are linked to which roles and when training needs to be reviewed. To develop a range of topic based workshops/training opportunities for staff accordingly.
5	To take a lead role in empowering staff and managers to seek improvements to their health and safety controls using knowledge of their own roles.
6	To review and maintain the Council's policy and procedures for fire safety management in corporate premises, and to improve these arrangements as needed.
7	To review and improve staff consultation, communication and feedback processes.
8	To assist in development and maintenance of a system allowing managers to access up to date health and safety documentation.
9	To advise and support managers on occupational health screening and surveillance, including working with HR, the Occupational Health provider, managers and staff to ensure arrangements are fit for purpose and compliant. This includes reviewing and advising on the Council's arrangements for health surveillance, including noise at work, vibration at work, manual handling and COSHH.
10	To complete projects and provide support / advice as directed by the Principal Corporate Health and Safety Officer.
11	Establish good working relationships with Council managers and staff, contractors, consultants, and enforcement bodies such as the local Fire and Rescue Services, HSE. This includes acting on or disseminating information provided by those Regulators as appropriate.
12	Provide support and cover within the remit of the role, in the absence of the Principal Corporate Health and Safety Officer.



Scope

The post holder will work in the Corporate Health and Safety Team, based within the Environmental and Community Protection Service. They will have contact with teams, service managers and senior officers from across the organisation, answering queries in a professional manner. They may also have contact with Elected Members and external organisations or individuals.

Work Profile

1. Strategy

The post holder is a member of the Corporate Health and Safety Team and as such, will take a lead role in the delivery of the team's objectives, including the planning for longer term project and related deliverables.

2. Performance

The post holder will be responsible for the successful delivery of the tasks that they have are allocated and contribute to the overall performance of the wider team.

3. Service Quality

The post holder will help to drive service quality to internal and external customers, through the effective delivery of their allocated tasks.

4. Resource Management

The post holder does not have any line management or budgetary responsibilities.

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to them, in order to undertake their own role.

5. Supervision and Management

The post holder does not have any line management or budgetary responsibilities but will be expected to mentor and support others.





6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will be expected to communicate professionally and effectively with those contacting the service, including via the application of developed ICT skills.

8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team and service, wider services from across the organisation, Elected Members, the general public and businesses. They will also handle calls and written contact from other parties and external organisations.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any risks that they encounter during the execution of their role and report these to their line manager promptly.

11. Working conditions

The post is office-based with a large amount of field work.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.





13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health and Safety

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health and safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training and Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

20. Decisions and Consequences

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.





21. Work Context

The post holder is a member of the Corporate Health and Safety Team and as such, will contribute to the delivery of the team's objectives which support the delivery of the wider Corporate Health and Safety Plan.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

The post is office-based with field work, so no unusual physical demands have been identified.



PERSON SPECIFICATION In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Minimum qualification of GCSE English and Mathematics and at grade C or above (4-9) or equivalent comparable work experience or the successful completion of a West Lancs Apprenticeship placement and qualification in a related subject.	X		A
	NEBOSH Diploma for Occupational Health and Safety Management Professionals or equivalent	X		A
	IOSH accredited trainer		X	A, I
	Previous knowledge and experience of working within a local authority		X	A, I
	In depth technical competencies in relevant work areas (e.g. Waste management, property management, Hand Arm Vibration Syndrome etc.)		X	A, I
	Fire Safety Risk Assessment Qualification		X	A, I
	First Aid at Work Certificate		X	A





	Current driving licence and use of own vehicle or equivalent mobility.	X		A, I
	Experience of undertaking risk assessments, inspections and audits	X		A, I
	Experience of undertaking accident investigations and able to identify causes and remedial actions	X		A, I
	Excellent ICT skills, including ability to use Word, Excel, Outlook and other packages or systems as required	X		A, I
	Experience in conducting fire safety risk assessments to wide ranging buildings		X	A, I
	Experience of undertaking health and safety evaluations of contractor health and safety policies and risk assessments	X		A, I
	Experience of writing relevant policies and procedures	X		A, I
	Experience of providing health and safety advice and training	X		A, I



Planning and organising work	Excellent organisational skills	X		A, I
	Excellent administration skills with a high level of attention to detail	X		A, I
	Ability to prioritise own workload, work under pressure and meet multiple deadlines	X		A, I
	Ability to handle confidential information	X		A, I
Planning capacity and resources	N/A			
Influencing and interpersonal skills	Ability to communicate effectively both orally and in writing	X		A, I
	Customer care / good interpersonal skills	X		A, I
	Ability to work as part of a team with a flexible approach	X		A, I
PROBLEMSOLVING Using initiative to overcome problems	Able to identify solutions or remedial actions and develop health and safety action plans		X	A, I
	Enthusiastic and positive attitude	X		A, I
	Able to contribute constructive ideas to the team	X		A, I
Managing risk	Able to identify and report any risks encountered during the execution of the role	X		A, I
Managing change	Able to handle change and difficult situations with a resilient and positive attitude	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Able to work well with minimal supervision	X		A, I



Other	Commitment to Equality	X		A, I
	Commitment to Health and Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X		A, I

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management; • Financial and resource management;
- Leading, motivating and developing.

Other information

- ☐ able to travel to meet service delivery requirements
- ☐ available to undertake work outside of normal working hours

Print Head of Service	Signed Head of Service	Date:
Lyndsey Key		16/06/2026
Print Line Manager	Signed Line Manager	Date:



