



## ROLE PROFILE

<b>Role Title:</b>	<b>Corporate Health and Safety Officer</b>
<b>Service:</b>	<b>Housing and Regulatory Services, Environmental &amp; Community Protection</b>
<b>Directorate:</b>	<b>Place and Community</b>
<b>Accountable to:</b>	<b>Principal Environmental Health Officer – Food Health and Safety</b>
<b>Grade:</b>	<b>Scale 6</b>
<b>Car Category:</b>	<b>Essential</b>

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### Purpose of role

- In conjunction with the Principal Environmental Health Officer, drive forwards the development and implementation of all Council health & safety strategies, policies, standards and procedures.
- To give advice in the adoption of all necessary procedures and practices to ensure the Council meets its statutory obligations.

### Key Objectives

1	Assist the Principal Environmental Health Officer in the preparation, monitoring and reviewing of all Council Health & Safety Policies and implementing these as necessary. Provide advice to officers on any relevant changes to Health and Safety Legislation and implement these as required. Respond to any requests for assistance and advice in respect of any Health and Safety issues.
2	Take the lead in the development of Fire Safety Policy, Procedures and Monitoring for the Council. Co-ordinate the fire and emergency evacuation procedures for all Council occupied buildings in conjunction with the appropriate staff responsible for the management of such buildings. Manage the Councils' Fire and Safety Risk Assessments Programme for all Council owned properties and carrying out regular reviews as required, providing cost effective and creative solutions to any problems.



3	Manage and undertake annual audits of specific areas of Council activity to determine compliance with health and safety legislation, ensuring that the Council's statutory obligations to provide employee health screening is maintained. In particular, undertaking audits of specific areas of Council activity such as contractor review and monitoring, first aid provision, fire safety, vibration and noise monitoring, display screen equipment assessments. Prepare reports on the findings and providing practical solutions to any problems and assist in the implementation of these.
4	Promote effective systems of reporting and recording accidents and dangerous occurrences in accordance with legislation.
5	To attend and give advice at safety meetings as directed by the Principal Environmental Health Officer.
6	Develop and deliver in house training courses and develop media tools and systems for other businesses, local authorities and training providers on relevant Health & Safety issues in conjunction with the Principal Environmental Health Officer.
7	Assist the Insurance Officer (when required to do so) in relationship to Employers Liability insurance claims by investigating the circumstances of such claims and preparing necessary reports.
8	Manage the Council's Hand Arm Vibration Syndrome (HAVS) programme including vibration magnitude testing to all Council powered equipment, HAVS monitoring for all associated staff, and maintain suitable and sufficient records on a dedicated database. Provide relevant information to safety representatives and associated personnel in the use and maintenance of the equipment as necessary.
9	Manage the Council's VDU eyesight screening programme and keep suitable and sufficient records. In conjunction with the VDU eyesight screening programme, assist staff with DSE assessments if necessary, and provide information to the Human Resources and Principal Environmental Health Officer for Access to Work situations.
10	Audit asbestos surveys carried out by approved contractors on Council corporate & housing stock, and carry out additional surveys as required. Assist in the review and implementation of the Council management programme of identified Asbestos Containing Materials (ACM's) throughout Council corporate and housing stock.



11	Instruct and advise Housing and Property Services in the review and maintenance of Legionella records and testing regimes already established. Carry out regular audits of contractor performance with regards to flushing regimes and provide a bespoke database for all information, to be updated as required.
12	Establish criteria for the review and monitoring of Council buildings leased and run by outside service providers/businesses with regards to effective health and safety practices and management in relation to the building structure.
13	Establish good relationships with enforcement bodies such as the local Fire & Rescue Services, HSE and the like, and act on or disseminate information provided by those services accordingly. Work with individual service area managers across the Council in promoting best practice and positive health and safety culture throughout their workforce.
14	Provide information for inclusion on the Council's Health & Safety Gateway, and promote the Gateway in divisional management meetings as attended.
15	Review approved contractor health & safety information including method statements, risk assessments and safe systems of work before work is carried out, and to monitor any work being carried out for compliance with Council policy and contractor information as directed by the Principal Environmental Health Officer.
16	Provide cover within the remit of the role, in the absence of the Principal Environmental Health Officer.

## Scope

The post holder work as part of the Environmental and Community Protection Team. 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 Environmental and Community Protection team and as such, will contribute to the delivery of the team's objectives which support the delivery of the wider Corporate Plan. They also have a contribution to the Health and Wellbeing Strategy and associated environmental health strategies and plans.

### **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 assist in maintaining 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.

### **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 service.

## **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 & Safety**

All employees have a responsibility for their own health & 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 & 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 & 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 Environmental and Community Protection team and as such, will contribute to the delivery of the team's objectives which support the delivery of the wider Corporate Plan. They also have a contribution to the Health and Wellbeing Strategy and associated environmental health strategies and plans.

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	
<b>SKILLS AND KNOWLEDGE</b>  <b>Technical knowledge and qualifications</b>	Minimum qualification of GCSE English and Mathematics and at grade C or above (or equivalent) OR sufficient previous experience in a similar job may satisfy this requirement	X		A
	NEBOSH General Certificate or equivalent	X		A, I
	IOSH accredited trainer		X	A, I
	Certificate and experience in undertaking asbestos surveys in accordance with MDHS 100		X	A, I
	Fire Safety Risk Assessment Qualification		X	A, I
	Hand Arm Vibration Syndrome (HAVS) competent persons certificate		X	A, I
	First Aid at Work Certificate		X	A, I
	Current driving licence and use of own vehicle or equivalent mobility.	X		A, I
	Experience in providing health and safety advice and training	X		A, I
	Experience of undertaking risk assessments, inspects 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 policies and procedures		X	A, I
	Knowledge of health and safety legislation and experience of providing basic health and safety advice	X		A, I
<b>Planning and organising work</b>	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
<b>Planning capacity and resources</b>	N/A			
<b>Influencing and interpersonal skills</b>	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



<b>PROBLEM-SOLVING</b>  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
<b>Managing risk</b>	Able to identify and report any risks encountered during the execution of the role	X		A, I
<b>Managing change</b>	Able to handle change and difficult situations with a resilient and positive attitude	X		A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b>  Undertakes tasks without supervision	Able to work well with minimal supervision	X		A, I
<b>Other</b>	Commitment to Equality	X		I
	Commitment to Health & Safety	X		I
	Satisfactory Baseline Personnel Security Standard Check	X		<b>Document Checks (includes Basic DBS)</b>
	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.

**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

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date