

London Borough of Bexley - Job Description Template for HAY Grades (Bexley10 & above)

Management Group: Health & Safety - Corporate Support
Department/Section: Finance & Corporate Services Directorate
Job Title: Senior Health & Safety Advisor
Reports to: Health and Safety Service Manager
Grade: Bexley 14

1. Purpose of the job

To support and assist the Corporate Health and Safety Service Manager in ensuring the effectiveness of the Council's safety management system by providing professional and effective health and safety information, training and advice to managers and staff.

To support the Council in operating its health and safety management system and in achieving compliance and continual improvement.

2. Dimensions

The post has no direct budgetary responsibility identified in the existing job description.

Posts reporting to this job: none.

The Corporate Health and Safety Service provides health and safety services to schools through a service level agreement.

Direct Staffing Costs/responsibility	Budgets where there is a contributory responsibility	Income that postholder has direct responsibility for	Any budgets where there is shared responsibility
0	0	0	0

3. Hardest part of the job

Engaging managers and staff in safety management programmes to achieve compliance with Bexley's health and safety management system and to secure continual improvement.

Working proactively as an internal consultant, influencing managers, Members and senior postholders and responding to frequent new or complex situations while recognising when matters require escalation.

4. Principal accountabilities

Strategy

Actively contribute to the development and review of corporate health and safety policies, procedures and standards which enable the Council to comply with statutory requirements and promote risk management initiatives to reduce losses incurred by the Council.

Direction

Assist the Corporate Health and Safety Service Manager in implementing Bexley's health and safety management system and the Council's Health and Safety Policy across the Council and schools service areas.

Develop guidance and support managers to develop appropriate local procedures for securing the health, safety and welfare of staff and others affected by their activities, in accordance with Council policies.

Implementation

Advise Council managers and staff on health and safety legal requirements and best practice.

Ensure incidents and accidents are reviewed and investigated to identify root causes and advise managers on risk control systems to prevent recurrence.

Maintain and monitor incident and accident records to identify trends and patterns, ensure RIDDOR (reporting of injuries, diseases and dangerous occurrences and regulations) reports are made to the appropriate authorities and confirm appropriate action has been taken.

Prepare reports and other documentation for meetings, incident/accident investigations, staff communications, promotional campaigns and safety activities, and facilitate necessary follow-up action.

Develop and promote occupational health initiatives aimed at improving the personal health and wellbeing of staff.

Represent the service at Directorate Leadership Teams, safety groups, fire safety groups and other meetings on health and safety matters.

Prepare, conduct and review training programmes aimed at promoting workforce competence and understanding of health and safety matters.

Carry out inspections and audits of Council premises and activities and assist managers in defining essential improvement actions.

Liaise with schools, other service areas, specialists and enforcement officers as necessary.

Contribute to the development, maintenance and updating of health and safety systems, including incident/risk assessment databases, schools service networks and safety web pages as appropriate.

Maintain own professional and personal development.

Monitor contractor performance and arrangements for their employment to ensure suitable management systems are maintained.

Organisational Control and Development

To keep under review and develop the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.

To ensure that working practices and processes are developed that maximise the use of new technology to ensure efficient and effective delivery of services to residents.

Staff Management and Development

The post has no direct reports.

Personal Effectiveness

To deal promptly with all matters requiring the post holder's personal attention.

To be fully conversant with relevant statutory provisions and the Council's constitution, processes and procedures; to develop the full range of managerial and professional skills and knowledge to satisfy the requirements of the post.

To establish and develop effective working relationships and productive partnerships with relevant partners and stakeholders, including schools, Trade Union representatives, the Fire Brigade, the Health and Safety Executive and other specialists and enforcement officers.

5. Organisation

The post reports to the Corporate Health and Safety Service Manager and has no direct reports. The post operates within the Corporate Health and Safety Team in Finance & Corporate Services.

The post holder reports to the Corporate Health and Safety Service Manager. The post holder is expected to resolve matters within their professional capability, seek guidance where appropriate, and escalate matters with strategic, reputational or corporate impact.

6. Additional Information

The Corporate Health and Safety Service provides health and safety services to schools through a service level agreement and the post holder is expected to be fully involved in delivering this service. With training, the post will deliver a Radiation Protection Service to schools. The role operates in a political environment with competing deadlines and priorities and requires flexibility, resilience, relationship-building, persuasion and collaboration.

7. Supplementary Information (optional)

- Historically, posts were aligned either to schools or corporate work. The role is now more strategically positioned and the post holder is expected to work proactively as an internal consultant, supporting managers, Members and senior postholders to demonstrate due diligence.
- The post holder is expected to solve problems within their professional capability, recognise their limitations and seek guidance or escalate matters with strategic, reputational or corporate impact. Examples requiring immediate escalation include a workplace death, serious injury or asbestos release.
- Routine professional decisions within the post holder's competence can be taken independently. Matters outside professional competence, or with significant strategic, reputational or corporate implications, are referred to the Corporate Health and Safety Service Manager.

- Errors in professional health and safety advice, investigation, reporting or escalation may have significant legal, safety and reputational consequences. The post therefore requires appropriate professional judgement, accurate records, monitoring and timely escalation.
- The role encounters frequent new situations and requires the post holder to work with managers and staff to identify practical solutions within legal requirements, Council policy and professional standards. Examples include responding to audit findings, asbestos discovered at a school and whistleblowing concerns.

Approval - We confirm that this questionnaire conveys a full and accurate description of the job as at (insert date)

Signed:

Manager: _____

Date: _____

Post holder: _____

Date: _____

Person Specification

Management Group: Finance & Corporate Services

Department/Section: Health and Safety

Job Title: Senior Health & Safety Advisor

Job Family: Professional 2

What education, qualification, training and experience are **necessary** to enable the job to be performed fully and effectively? Note that this information should relate to the qualifications etc. required for the job and not necessarily the same as the existing/previous post holder.

Disabled applicants only have to meet the '**Essential Criteria**' to guarantee them an interview. Items must therefore only be listed as essential if the post holder would be unable to perform the role without them.

Please also bear in mind that your interview questions will also need to be developed to assess the requirements contained in the person specification.

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (see key)
(a) Education and formal training		
GCSE level of education or equivalent.	E	Application
NEBOSH National Diploma in Occupational Health & Safety or Degree equivalent/Level 6 equivalent qualification.	E	Application
Graduate Membership of the Institution of Occupational Safety and Health.	E	Application
(b) Relevant technical experience, knowledge & skills/abilities		
Sound working knowledge of health and safety legislation and supporting regulations.	E	I
Significant relevant experience of implementing health and safety in a multi-skilled organisation including schools.	E	I/A
Ability to carry out inspections, audits and investigations including accident investigation.	E	I/A
Ability to communicate effectively in writing and face to face and to build collaborative working relationships both within and outside the Council.	E	I/P

Proven experience in facilities management health and safety.	E	I
Ability to organise and manage workload ensuring priorities and deadlines are met.	E	I/P
Ability to use information technology to maintain records and produce management information.	E	I/P
Practical experience and ability of developing and delivering relevant health and safety training and briefing sessions for staff at all levels.	E	Certificate
Ability to develop and deliver health and safety training programmes.	E	I/P
Engagement with managers/representatives to develop health and safety culture.	E	I
(c) Other Additional Requirements		

KEY:

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

P = Presentation, PE = Practical Exercise, DBS = Disclosure & Barring Service, DL = Driving Licence

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

* *Guidance on the appropriate Job Family to be assigned to this post can be found at the following link:*

<https://bhive.bexley.gov.uk/how-do-i/tasks-and-guides/job-evaluation/?page=5>

Please contact your HR Adviser if you require any advice on the relevant job family for the role.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	I respond flexibly and adapt to changing demands	I routinely look for innovative and cost-effective ways to improve performance and customer service
	I am prepared to take managed risks to achieve better outcomes	I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future
	I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I take calculated risks based on available evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives	I take responsibility for my service and for making things happen to make a difference to my service users
	I am willing to take difficult decisions	I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work
	My personal actions promote a positive image of Bexley	I inspire, lead and encourage staff to move forward
Collaboration	I show respect for others and value contributions from internal and external partners and customers	I encourage the feeling that the team is a collective unit with shared goals
	I recognise the right solution, regardless of who initiated it	I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council
	I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I network internally and externally

Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution	I seek regular service user feedback and review customer data to shape service improvements
	I prepare and present information anticipating questions and problems	I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them
	I adapt my style to the audience and their needs, using the most appropriate communication channels	I empower staff to make decisions and changes to improve value for money, customer service and productivity
Open and Accessible	I see issues from the customer / user perspective	I am accessible to my service users, customers, staff and Members
	I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs	I communicate and share a clear vision for the bigger picture as well as specific service areas
	I seek to build and maintain positive relationships with customers and partners	I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
Impact	I prioritise my activities and resources to focus on those which have the most impact for residents	I design services that provide value for money and deliver our outcomes, informed by evidence
	I take responsibility for making things happen and achieving my objectives	I produce, prioritise and adapt plans to meet changing requirements
	I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance

These HPI values should not be changed.