

Health & Safety Policy & Systems Officer (6-months)

Management Group: Finance & Corporate Services

Department/Section: Corporate Health & Safety

Job Title: Health & Safety Policy & Systems Officer (6-months)

Reports to: Health & Safety Manager

Grade: 16

Purpose of the job

To lead the development and implementation of the Council's Health & Safety Management System documentation by designing and producing the corporate arrangements and supporting resources that enable the Health & Safety Policy to be consistently implemented across the organisation.

To provide competent health and safety advice to managers and services whilst supporting the Corporate Health & Safety Team in delivering its programme of work, including audits, inspections, investigations and organisational improvement initiatives.

Principal accountabilities

Direction

- Support the Health & Safety Service Manager in developing and implementing the Council's Health & Safety Management System.
- Support the review and continual improvement of corporate health and safety documentation and associated management arrangements.
- Provide professional advice to managers regarding the implementation of corporate health and safety arrangements.

Implementation

- Develop, review and maintain corporate health and safety arrangements that support the Corporate Health & Safety Policy.
- Produce supporting documentation including guidance notes, procedures, templates, checklists and standard forms that enable consistent implementation across the Council.
- Design and produce communication resources including infographics, posters, toolbox talks, briefing notes and awareness campaigns to improve understanding of health and safety responsibilities.
- Develop learning resources including training presentations, facilitator guides, e-learning content and other educational materials that support workforce competence.

- Develop flowcharts, process maps and visual guidance documents to simplify complex health and safety processes.
- Maintain document control arrangements to ensure all corporate health and safety documentation remains current, accurate and legally compliant.
- Review changes in legislation, Approved Codes of Practice and guidance and recommend amendments to corporate arrangements where required.
- Support the delivery of health and safety training sessions, workshops and awareness events.
- Provide competent health and safety advice to managers and employees on routine health and safety matters.
- Support the Corporate Health & Safety Team by undertaking inspections, audits, investigations and workplace visits as required.
- Assist with the development of corporate communications and campaigns to promote positive health and safety culture.
- Maintain health and safety information systems and support the production of performance reports where required.
- Work collaboratively with managers, employees and external stakeholders to ensure health and safety arrangements remain practical, proportionate and effective.
- Support organisational improvement projects and other initiatives undertaken by the Health & Safety Team.
- Maintain the integrity of the Corporate Health & Safety Management System by ensuring robust document control, version management and periodic review arrangements are applied to all documentation.
- Work with managers, employees, Trade Union representatives and subject matter experts to ensure corporate arrangements are practical, proportionate and reflect operational requirements.

Organisational Control and Development

- Maintain and review the corporate library of health and safety documentation ensuring consistency of format, quality and version control.
- Identify opportunities to improve the accessibility and effectiveness of health and safety documentation through modern communication methods and digital technologies.
- Support continuous improvement by incorporating learning from incidents, audits, inspections and legislative changes into health and safety arrangements.
- Promote standardisation of documentation and working practices across the organisation.

Personal Effectiveness

- Maintain an up-to-date knowledge of health and safety legislation, guidance and recognised best practice.
- Develop effective working relationships with managers, employees and external partners.
- Maintain professional competence through continuing professional development.
- Undertake any other duties commensurate with the grade of the post.



Person Specification

Management Group: Health & Safety

Department/Section: Assurance

Job Title: Health and Safety Policy Officer

Job Family: Professional 2

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (see key)
(a) Education and formal training		
NEBOSH Certificate (Level 3) or equivalent	E	A
Working towards NEBOSH Diploma / Level 6 or equivalent	D	A
Membership of IOSH at Graduate level or above, development.	D	A
Qualification or experience in training design, instructional design, technical writing or learning and development.	D	A/I
Internal Auditor qualification (e.g. ISO 45001) or	D	A
(b) Relevant technical experience, knowledge & skills/abilities		
Experience of developing health and safety policies, management arrangements, procedures or management systems.	E	A/I
Experience of interpreting health and safety legislation, Approved Codes of Practice and guidance and translating these into practical workplace arrangements.	E	A/I
Experience of producing high-quality written guidance, procedures, reports or technical documentation.	E	A/I/P

Experience of developing learning materials, presentations, toolbox talks or communication resources.	E	A/I/P
Experience of developing templates, process maps, flowcharts or other supporting documentation to improve consistency and understanding.	E	A/I/P
Experience of providing competent health and safety advice within a medium or large organisation.	E	A/I
Experience of carrying out inspections, audits and workplace assessments.	E	A/I
Experience of incident investigation and identifying	D	A/I
Good knowledge of health and safety legislation, associated regulations, Approved Codes of Practice and recognised best practice.	E	A/I
Understanding of health and safety management systems and the principles of continual improvement.	E	A/I
Knowledge of document control, version management and quality assurance processes.	E	A/I
Ability to analyse complex information and present it clearly to a range of audiences.	E	I/P
Excellent written communication skills with the ability to write clear, concise and practical procedures, guidance and learning materials.	E	A/P
Ability to communicate confidently with managers and employees at all levels and provide health and safety advice.	E	A/I/P
Ability to manage multiple projects and competing priorities while meeting agreed deadlines.	E	I
Ability to work independently while also contributing	E	I
Strong organisational, planning and project management skills.	E	I

Excellent IT skills, including Microsoft Office applications and the ability to develop professional documents and presentations.	E	A/I
Experience of using software to develop visual communication materials such as flowcharts, infographics or training resources.	D	A/I/P
Ability to communicate confidently and accurately with managers, employees and external stakeholders using clear spoken and written English. Ability to explain technical health and safety information in a clear, practical and accessible manner.	E	I/P
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.	E	I
Ability to choose the right kind of vocabulary for the	E	I
Ability to listen to customers and understand their needs.	E	I
Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.	E	I
Competent in the use of Microsoft Office and corporate information management systems to analyse data and produce management information.	E	A/I
Experience of writing corporate policies, procedures or management systems.	E	A/I
(c) Other Additional Requirements		
Ability to travel to Council offices and sites throughout the Borough.	E	A/I
Willingness to occasionally work outside normal office hours to support training, engagement activities or operational requirements.	D	A/I
Commitment to maintaining professional competence through continuing professional development.	E	A/I

Full UK Driving Licence where required for operational duties.	D	A
Satisfactory DBS check where work involves schools or regulated activities.	D	A
Experience of using Microsoft Visio, Canva, Adobe Express or similar software to develop professional flowcharts, infographics and visual communication materials.	D	A/I

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

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.