

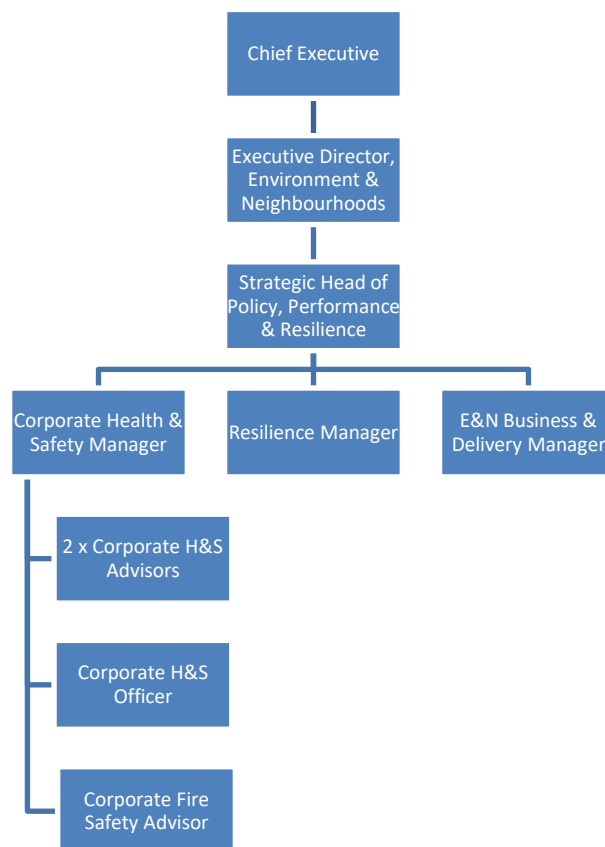
JOB DESCRIPTION

Job title	Corporate Health and Safety Advisor
Directorate	Environment & Neighbourhoods
Service	E&N Hub
Team	Corporate Health and Safety
Grade	F

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Corporate Health and Safety Manager
Employees directly supervised (if applicable):	N/a

Organisational structure chart *(job titles only, no employee names)*



1. JOB PURPOSE:

To act as a competent person as required by The Management of Health and Safety at Work Regulations 1999 (MHSWR). Providing professional technical health and safety advice, guidance and leadership to multiple directorates of the council, ensuring effective implementation of the measures required for compliance with all statutory and relevant health and safety legislation.

Providing specialist knowledge on a wide range of safety-related disciplines to ensure the council's leadership, management and staff can discharge their health and safety responsibilities and duties. Continually keeping up to date with legislative requirements and interpreting them to provide proficient consultation on practical implementation within the council.

Reducing the risk of non-compliance internally and through the supply chain through proactive and reactive monitoring and assurance activities driven by competent analysis of data and other relevant insights.

Developing and maintaining the health and safety management system arrangements, targeted at continuous improvement and health and safety excellence across the council.

2. DESCRIPTION OF DUTIES:

- In the absence of the Corporate Health and Safety Manager deputising as necessary and acting as the legally competent person and professional adviser to the Executive Leadership Team and Chief Executive as required on all aspects of health, safety and welfare which may affect the Council's services.
- Provide independent professional health and safety technical expertise to Directors and other colleagues at all levels of the organisation
- Champion and implement the health and safety strategy in respective parts of the council, developing tailored improvement initiatives in line with this
- Develop a suitable audit plan and undertake regular audits across allocated departments monitoring compliance with the Council's health and safety management system and local working practices/procedures, ensuring appropriate corrective action is identified, prioritised and taken on any significant or uncontrolled hazards.
- Coach local and senior management so they understand their health and safety accountabilities and challenging them to improve their performance and ensure regulatory compliance.
- Use technical analysis of key safety performance indicators while interpreting performance trends to identify, develop and lead appropriate improvement programmes within council directorates, working with local leadership and management to drive continual improvement.
- Develop, deliver and manage an assurance plan for allocated directorates/teams, in order to provide confidence to local and senior management on health and safety compliance and performance, and drive improvement programmes.
- Coach local and senior management on implementing self-managed health and safety assurance and improvement initiatives.
- Provide technical expertise in the investigation of accidents and incidents, with regards to root cause analysis, breaches of legislation (including corporate manslaughter), actions for future prevention and improvement.

- Coaching and mentoring local and senior management to enable effective investigations for all types of incidents.
- Representing the council where necessary in instances involving enforcement agencies such as the HSE, to provide detailed and accurate information and explanations as necessary with regards to investigations and potential enforcement actions. Mitigating the potential impact of interventions.
- To prepare proofs of evidence and attend and present evidence at Public Inquiries and court proceedings as and when required.
- Leading and facilitating the sharing of lessons learned from incident investigations for perpetual learning and risk reduction throughout the council.
- Guiding procurement teams on health and safety considerations through contract procurement processes, to prevent the council from exposure to undue risks in the supply chain through competent evaluations and selection of suitable suppliers and contractors.
- Carrying out detailed and complex risk assessments for activities, locations and people involving all varieties of hazards, environments and risk factors.
- Coaching, training and mentoring staff at all levels of the organisation on effective risk assessment and management. Providing them with the tools and knowledge they need to independently manage and reduce risk throughout the council's activities.
- Reviewing technical arrangements, documentation and design risk management application on construction projects in relation to The Construction (Design and Management) Regulations 2015 (CDM Regs). Ensuring the council is compliant with duties as Client under these regs, as well as the duties as Designer and/or Contractor in any instances where design or construction activities are delivered in-house.
- Identifying training needs and recommending procurement of, developing and/or delivering health and safety training courses for all levels of staff within the council on all varieties of topics relating to health and safety.
- Responsibility and accountability for fiscal considerations in the use and management of the annual budget, including funds received through the Service Level Agreement (SLA) with local schools.
- Call upon skills, knowledge and experience to provide practical solutions to complex problems and situations. Mentoring colleagues, internal customers and junior staff members such as apprentices and graduates to share expertise and best practice with them.
- Utilising a combination of academic and experience-based expertise on the management of high-risk activities, concerns and queries related (but not limited) to:
 - Confined spaces
 - Dust
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Working at height
 - Manual handling
 - Electrical installations
 - Asbestos
 - Legionella
 - Control of Substances Hazardous to Health
 - Compressed gases
 - Display Screen Equipment
 - Noise
 - Vibration
 - Radiation
 - Welfare
 - Work equipment
 - Lifting operations
 - Lone working
 - Occupational road risk
 - Flammable and explosive substances
 - Contaminated and clinical waste
 - Letting of council premises to third parties
- Supporting the delivery of the Service Level Agreement (SLA) with schools where required, which can include:
 - Audits
 - Ad-hoc inspections and investigations

- Advice on health and safety arrangements and identified improvements
 - Reviewing risk assessments
 - Support through refurbishment projects and building works
- Championing initiatives and activities that promote and support employee wellbeing.
 - Efficiently reacting and managing the risks of epidemics and pandemics in support of local and senior management teams. Staying up to date and compliant with government/public health England guidance.
 - Endeavouring to ensure fire safety is suitably managed and considered, including assurance that fire risk assessments are in place and have completed by a competent person and actions/improvements are rectified.
 - Identifying and disseminating safety notices relevant to council activities from statutory bodies.
 - Developing and presenting material for professional development events, and maintaining a record of personal Continual Professional Development (CPD)

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates • NEBOSH Certificate (or equivalent qualification or apprenticeship) • Membership of a relevant professional body (IOSH, IIRSM)
C	Skills, knowledge and experience • Substantial post qualification experience in the provision of occupational health and safety advice and support in a large multi-disciplinary organisation. • Detailed understanding of safety management, risk assessments and audit processes. • Knowledge of key health and safety compliance standards i.e. asbestos, water hygiene and contractor management, and enforcement expectations. • Experience of producing high quality clear and concise written and verbal reports to all levels accurately to meet deadlines. • Experience of working with a diverse range of people including all levels of

	employees, contractors, and the general public. • Experience in translating health and safety legislation into meaningful, practical policies, procedures, processes and guidance. • Experience of implementation of a safety management system including drafting of processes/procedures. • Experience of supporting senior management to deliver a positive health and safety culture. • Experience of organising and delivering detailed audits of safety management systems, policies, processes and procedures. • Good presentation skills and ability to identify training needs, develop course content and deliver safety training. • Able to interpret legal and technical matters to all levels of managers and staff. • Ability to advise all levels of managers and staff on relevant aspects of health and safety. • Able to lead and conduct accident investigations identifying root cause and meaningful measures to prevent reoccurrence. • Good IT skills (Word-processing, e-mail, spreadsheets etc.) to be able to interrogate data and present to managers, committees and board level in meaningful style. • Possess excellent interpersonal skills and an ability to communicate at all levels. • Experience and ability to self-manage and deliver within agreed schedules. • Ability to work flexibly, including unsociable hours, to facilitate liaison with Enforcement Officers, attendance at liaison groups, committee meetings, public meetings, residential training courses etc.
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input

E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.