

JOB DESCRIPTION

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| Job Title: Directorate & Section/Unit: Reporting to: Responsible for: | Health and Safety Advisor Chief Executives Unit, Human Resources Occupational Health & Safety Manager N/A |
| Salary Grade: DMA Management Level: * DMA Span of Control (Direct Reports): * | PO1 Frontline N/A |

Purpose of job:

- To provide a comprehensive Health and Safety (H&S) advisory and support service.
- To lead on the development and promotion of H&S policies, procedures and projects as appropriate and as part of the H&S service plan and wider strategy.
- To lead on all construction/refurbishment activities that come under the scope of the Construction (Design and Management) Regulations 2015

Main Activities & Responsibilities:

- To advise on projects come in under the scope of CDM 2015.
- Liaise with internal and external stakeholders regarding CDM.
- Assist in advising on the client's duty under CDM
- To provide wide-ranging H&S Advice and service support.
- To act as the health and safety "account holder" for assigned project groups and service areas, helping to support service development needs and ensuring the maintenance and delivery of key HR quality support standards.
- To provide expertise in the specialisms listed below; -
 - Construction and refurbishment
 - Health and safety auditing
 - Health and safety training
 - Policy implementation
 - Occupational health and occupational health surveillance
 - Proactive health and safety
 - Incident investigation
 - Inputting and managing data on the health and safety management system that WCC is utilising.
 - Writing policies and guidance
- To provide cover across the H&S team and to participate in cover arrangements.

- To assist in the continued development of the H&S team and service, the development (and delivery) of quality standards and to undertake performance monitoring.
- To contribute to the development and implementation of new or revised policies and procedures and to lead the delivery of service development areas.
- To support the Occupational Health & Safety Manager in the development of the Directorate's and wider Council's H&S strategy and service
- To ensure that new policies are communicated to Managers and that relevant training and coaching is provided to support Managers in the use of the new policies.
- To ensure the maintenance and development of effective working practices within the H&S service and the maintenance of professional standards.
- To consult and negotiate with employees, Managers (at all levels) and trade unions on an informal and formal basis.
- To prepare and present reports to senior managers, Leadership Team and Directorate Management Team and participate in H&S Team meetings.
- To assist with the design, implementation and maintenance of computerised and manual health and safety systems.
- To contribute to writing the annual Operational Service Plan and H&S Plan and ensure the achievement of areas of responsibility allocated within the plan.
- To ensure that policies and procedures are applied consistently and fairly throughout WCC archive and liaise with other members of the H&S team to ensure consistency throughout the Directorate.
- To carry out management training on H&S issues as required and to facilitate management and developmental workshops.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &
Staff across all directorates, Project Staff.

External: District & County Councils, Government Agencies & Departments, Healthcare Professionals, NHS partners (CCG's, Worcester Acute NHS Trust, Worcestershire Health and Care Trust, Worcestershire Mental Health Trust), Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, volunteers.

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Author: G Monaghan

Date: 22/06/2022
Date of grading confirmation:
05/07/22