

Job Profile

Position Details	
Post	Health and Safety Adviser
Service Area	Deputy Chief Executive/Public Health/Organisational Resilience/Corporate Health and Safety Team
Reports to	Deputy Head of Service – Health and Safety
Grade	PO5
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> To provide a competent, sensible and professional health and safety advisory and support service to Council services and schools to ensure continuous improvement in performance. To aid in the development, implementation, promotion, review and monitoring the Councils Health and Safety Management Systems and associated policies and procedures

Main Responsibilities
<ol style="list-style-type: none"> 1. Work collaboratively with Council Directors, Managers and staff across the organisation to ensure high standards of health and safety management are maintained. 2. To work flexibly across service areas and with partners to achieve the objectives of the Council. 3. To raise health and safety performance in Haringey by contributing to a culture of continuous improvement and efficiency. 4. To develop, implement and monitor health and safety policy, management procedures, systems and guidance across a range of safety critical and statutory areas both departmentally and corporately. 5. To plan and complete detailed health and safety management audits as part of the Council's 4 year audit programme in accordance. 6. To support directors and senior managers in managing health and safety by providing required reports e.g. performance reports, annual reports, etc. 7. To develop, implement, deliver and evaluate health and safety training including e-learning. 8. To coordinate on service areas and corporate projects relating to health, safety and associated issues as required. 9. To support managers in their understanding and use of the risk assessment process to ensure all significant risks are properly and proportionally assessed and recorded. 10. To investigate significant or serious incidents and to advise, report and make recommendations on any necessary local or corporate action. 11. To participate as a competent advisor in consultations and negotiations with Trade Unions and managers on health and safety matters. 12. To consult and liaise with the HSE, national and local occupational health and safety groups and other local authorities and organisations. 13. To access, use and develop the online health and safety information systems within the health and safety team. 14. To achieve and maintain professional status and keep up to date with changes and developments in the field of health and safety and related areas and advise on any consequential changes in corporate/departmental procedures/practices.

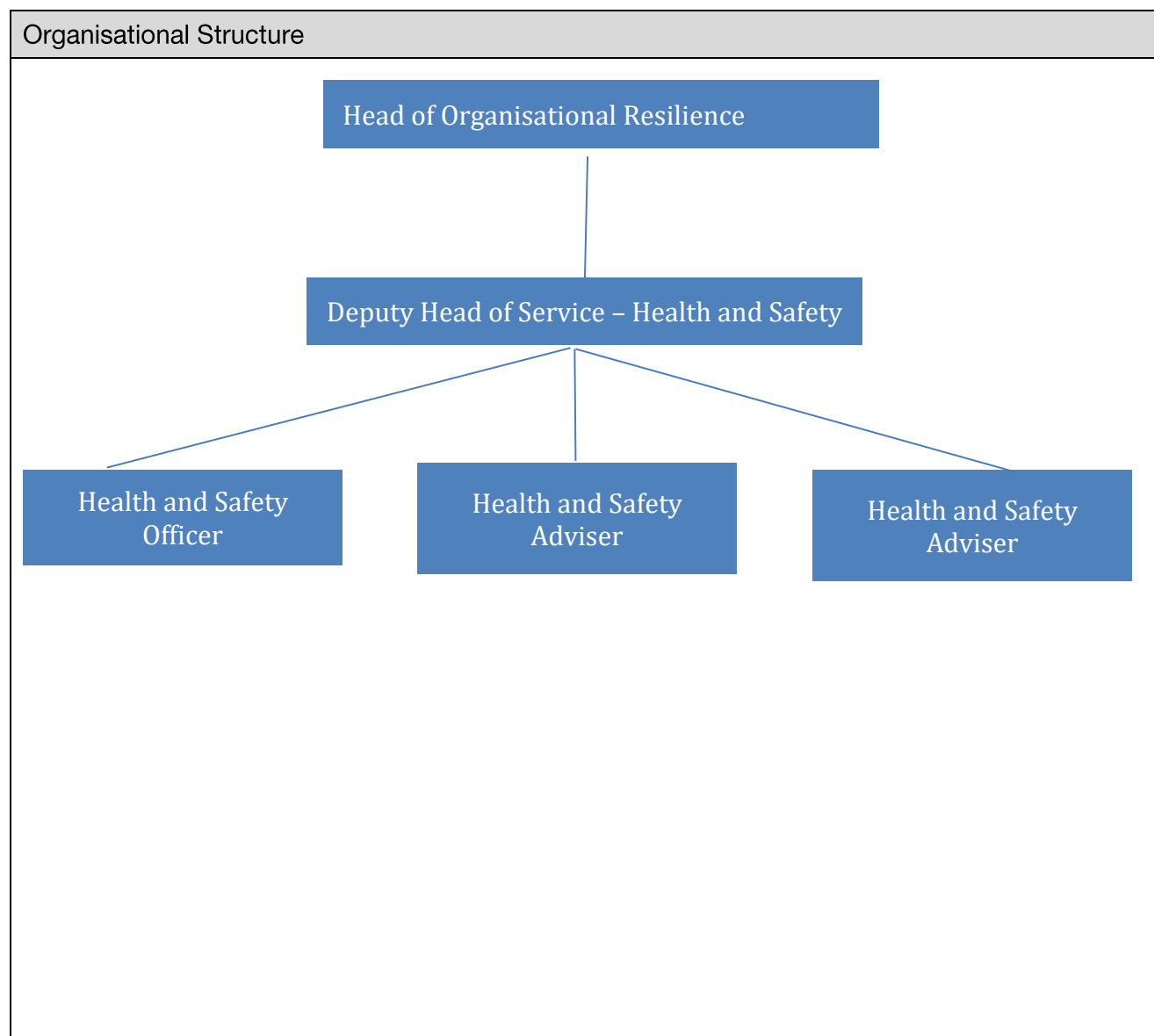
15. To support health and safety management systems processes relating to the management of contractors, suppliers and partners where required.
16. Undertake such responsibilities as may be allocated to the post from time to time by the Deputy Head of Service - Health & Safety and the Head of Service.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • NEBOSH Diploma in Occupational Health and Safety (or equivalent qualification). 	Essential
<ul style="list-style-type: none"> • GradIOSH (or equivalent professional membership). 	Essential
<ul style="list-style-type: none"> • Education and Training Award or equivalent 	Essential
<ul style="list-style-type: none"> • Experience of providing competent health and safety advice in the public sector or for other large multi-site organisations 	Essential
<ul style="list-style-type: none"> • Detailed knowledge of the practical application of current occupational health and safety legislation, best practice in accident and ill health prevention and other related issues. 	Essential
<ul style="list-style-type: none"> • Experience of developing and delivering health and safety training 	Essential
<ul style="list-style-type: none"> • Ability to communicate credibly and effectively in writing and in person inside and outside the organisation at all levels on complex/technical or organisational issues. 	Essential
<ul style="list-style-type: none"> • Competent in Microsoft Office applications and experience of using online health and safety software. 	Essential
<ul style="list-style-type: none"> • Ability to write clear and concise reports/procedures concerning complex or technical issues. 	Essential
<ul style="list-style-type: none"> • Ability to prioritise conflicting demands in order to meet deadlines. 	Essential
<ul style="list-style-type: none"> • A team player with the ability to plan and organise the work within the team in order to meet specified deadlines and service needs 	Essential
<ul style="list-style-type: none"> • Ability to make clear and concise presentations to senior managers and other staff on a wide range of subject matter. 	Essential
<ul style="list-style-type: none"> • Ability to analyse both technical, organisational and management health and safety issues and offer creative, constructive and cost effective solutions. 	Essential
<ul style="list-style-type: none"> • Works positively with colleagues in the team and across the organisation to ensure consistent good practice. 	Essential

<ul style="list-style-type: none"> • Takes personal responsibility to support change responding to requirements by continually striving to improve processes or activities, consistent with the Council's values and objectives 	Essential
<ul style="list-style-type: none"> • At all times respects confidentiality and the dignity of others. 	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> • Directors and service managers • Managers and staff across the organisation • Trade Unions • Schools and academies • External organisations buying into health and safety service • Contractors, suppliers and partners



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	30	Use of a computer.	Yes	30
Audio typing.	No		Crisis or conflict situations.	Yes	<5
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	5	Working in confined spaces.	Yes	<5
Driving a car, van or minibus.	Yes	<5	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Yes	5	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	5	Working shifts / unsocial hours, nights.	Yes	5
Outdoor work involving uneven surfaces.	Yes	<5	Standing or sitting for prolonged periods.	Yes	10

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes	5	Working at heights / on ladders, roof work.	Yes	<5
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
n/a
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
The post holder will facilitate the creation of procedures and other documents for ensuring any officer in the Council undertake this work safely
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
The post holder will facilitate the creation of procedures and other documents for ensuring any officer in the Council undertake this work safely
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Data controller for Evolve (manage the safety approval for higher risk educational visits by Haringey schools). Data controller of any other system brought in to aid the responsibilities of the post.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
The post holder will facilitate the creation of procedures and other documents to ensure that Council buildings are safe environments for staff, customers and visitors.