**Job Description**

**Corporate Health and Safety Advisor (Post No TBC)**

**Reports to: Health and Safety Manager for Gt Yarmouth Borough Council**

**Responsible for - Directly: None**

**Total staff managed: None**

**Working environment: Office based and remote working with site visits**

**Working hours: Full Time 37 hours**

**Fixed term/permanent Permanent**

**Purpose of role**

The purpose of the role is to deliver the Council’s Corporate Health and Safety function delivering a comprehensive, robust Health and Safety Management System that will cover the Council’s people and property portfolio. This postholder will work to remove or minimise the risks of accidents, work-related illnesses, and injuries in the workplace.

The postholder will work collaboratively across all functions and teams within the Council to ensure that services are delivered within statutory and regulatory standards.

**Key result areas:**

* Ensuring that policy, procedures and guidance are kept under review and maintained in accordance with best practice and legislation
* Identifying new control measures to secure improvement in monitoring of near miss data and accident reporting generally
* Supporting an effective corporate training regime
* Assisting in setting tailored recommendations at departmental level in response to internal audit results
* Identifying and communicating corporate risks to management to assess and establish the appropriate resources and guidance required to address specific risk exposure
* Promoting an effective Health & Safety Culture for GYBC – with emphasis on personal responsibility being understood at all levels
* Ensuring that personal knowledge of legislation, technology solutions is maintained through continuous personal development

**Main Corporate Responsibilities**

* To contribute to the Team’s delivery of the Council’s corporate strategy on Health and Safety from monitoring strategies and policies to working with teams to implement procedures and monitoring and reporting.
* To participate in the Team’s monitoring of objectives to ensure that the team perform at the highest possible standards.
* To provide visible and professional health and safety advice and assistance to employees of the organisation, elected members, members of the public and businesses. To ensure safe systems of work are embedded within the Council to ensure health, safety and welfare of all employees whilst at work
* To work with teams and colleagues effectively to manage health and safety systems and data ensuring effective control of data, processes and management information.
* To monitor Health and Safety Performance and relevant KPIs amongst teams across the Council and assist in the preparation of regular, relevant meaningful reports to the Councils Executive Leadership Team.
* Support a robust approach to developing, reviewing and maintaining risk assessments and method statements across the Council including policies and procedures to maintain the highest standards of compliance activity.
* To provide a planned and reactive audit role to ensure operational teams adhere to established Health and Safety strategies, management plans, policies and procedures.
* To ensure effective management of external service providers and contractors providing services to the Council
* To maintain incident logs (including RIDDOR and HSE Reporting requirements) and provide internal reporting of compliance-related activity
* To support the Chief Executive in respect of any relevant investigation into accidents, incident undertaken internally or externally by HSE in relation to the activities of the Council.
* To ensure effective regular and ad hoc communication about relevant Health and Safety matters that may affect operational teams in performing or managing compliance functions across the Council.
* To assist in auditing the existing systems of health and safety policies, procedures and risk assessments to ensure it achieves the purpose of promoting safe working practices and welfare standards within the organisation and to put in place a sustainable auditing system to ensure that standards are being maintained.
* Liaise with external and enforcement bodies on behalf of the council as necessary, e.g. HSE, fire and other local authorities.
* To work outside of normal office hours when the exigencies of the service demand, for example pre-planned inspections, investigations or monitoring work.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Experience of working in Health and Safety in an advisory or regulatory role
	2. Experience of working with Health and Safety Management systems, processes and data
	3. Experience in ensuring strategies, policies and procedures are adhered to and developed
	4. Experience of reporting to line management
	5. Experience of inspecting/auditing contractors/external service providers
	6. Experience of working with stator and regulatory external bodies
	7. Experience of working as part of a team to deliver excellent customer service
	8. Experience of carrying out inspections and audits on relevant Health and Safety topics
	9. Experience of carrying out investigations into relevant Health and Safety Incidents

**Desirable**

1.9 Desirable to have experience of working with Health and Safety within the field of social housing

1. **Qualifications & Skills**
	1. The ability to prioritise work and to forward plan to meet personal, team and departmental deadline

2.2 A high standard of interpersonal skills to enable you to communicate effectively and clearly with a wide range of people and groups.

2.3 The ability to take part in structured and relevant training.

2.4 Experience of writing and presenting structured and reasoned reports to line management

2.5 The ability to use information technology.

2.6 The ability to be able to review and revise personal work programmes to achieve Departmental and Corporate work objectives.

**Essential**

* 1. A relevant degree or diploma level qualification in the field of health and safety
	2. Minimum of 5 years’ experience in a relevant health and safety environment

**Desirable**

* 1. Evidence of continued professional development
1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Highly developed political acumen and astuteness
	8. Ability to challenge self and colleagues constructively and sensitively.
2. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
3. **Our Cornerstones of Management and Leadership**

5.1 Trust and Respect

5.2 Communicate and Connect

5.3 Lead and Inspire

5.4 Ownership and Accountability