

# Job Description and Person Specification

**Role: Senior Health and Safety Advisor**



## Job Description

<b>Job Title</b>	Senior Health and Safety Advisor
<b>Grade</b>	G7
<b>Service</b>	Occupational Health Safety and Wellbeing
<b>Reports to</b>	Rajendra Joshi
<b>Location</b>	Thomas Yeoman House
<b>Job Evaluation Code</b>	P1443D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

To facilitate the successful management of health and safety throughout Coventry City Council by providing competent, clear, consistent technical advice and guidance at an operational and strategic level. In particular, to support allocated portfolio areas

## Main Duties & Key Accountabilities

### Core Knowledge

1. To assist in the development, consultation, implementation, evaluation and review of health and safety strategies, policies, procedures and effective management practices, which contribute to the successful management of health and safety and compliance with the Council's Health and Safety Policy.
2. To work proactively with colleagues across the HR function and with senior managers to ensure an integrated approach to policy development
3. To support Coventry City Council management in consulting with Trade Union Workplace Safety representatives and to assist in the resolution of any identified legitimate concerns. To provide appropriate support to the Council's health and safety joint consultative committee process.
4. To provide health and safety advice and assist managers on the systematic identification of hazards and assessment of risks relating to any activity within the organisation/portfolio areas, its workforce or partnership arrangements, and advise on measures to prevent/protect against such risks.
5. To advise on procedures for serious and imminent danger and danger areas (in conjunction with the Emergency Planning Officer where appropriate) and the development, communication and practice of fire drills and evacuations with colleagues in Building Services. Observe and comment upon the effectiveness of the procedures.
6. To review health and safety management systems and performance and conduct safety audits of specific groups, work areas or activities reporting findings to the relevant managers, H&S committees and Management Board as part of a planned programme of monitoring, evaluation and review.
7. To ensure that:
  - All establishments, teams and services have appropriate health and safety policies and procedures in place;

- Risk assessments are carried out and necessary control measures are identified and implemented;
- Local arrangements for inspection and monitoring are in place;
- The health and safety management structure is clearly identified and operates effectively;
- The structure of health and safety committees operates effectively;
- All Council reporting procedures for accidents, incidents and assaults and vehicle damage are complied with, such incidents properly investigated by managers, risk assessments received and remedial action taken where appropriate.

- 8 To assist in the development and systematic review of the Council's H&S policy framework, ensuring that it reflects current legislation and best practice.
- 9 To assist managers, supervisors and TU workplace safety representative in H&S inspections of buildings, work areas and activities, council owned or operated parks and open spaces, work equipment, construction sites, road and civil engineering works and processes and methods of work.
- 10 To contribute to the Council-wide communication of H&S advice through the preparation and delivery of a wide range of H&S information, instruction and training.
- 11 To review accident/incident/near miss/violence and aggression reports and, where appropriate, make enquiries into the initial investigation, determine underlying causes, identify any necessary remedial action, provide 'independent expert' reports and monitor trends.
- 12 To collate and analyse incident statistics and recommend suitable preventative intervention strategies to reduce injury, illness and lost working days.
- 13 To attend meetings as required to provide technical and professional advice on a variety of H&S issues, policies and procedures.
- 14 To provide practical, technical and compliance advice on all aspects of health and safety and take all reasonable steps to prohibit any serious contravention of statutory regulations or codes of practice. Where persons are exposed to imminent risk to health or serious injury, ensure that immediate and appropriate prevention and/or remedial action is taken.
- 15 To ensure that appropriate administration systems and records are in place and maintained to support all the activities of the services.
- 16 To undertake or contribute to projects as directed, such as drafting new policies and guidance, research of topics or specialist issues and provide a lead on specific task forces and review and implementation groups.
- 17 As directed, lead on the implementation of cross-divisional initiatives to share best practice and provide consistency of compliance.

- 18 To contribute to the work of Occupational Health, Risk Management and Building Services colleagues, to ensure an integrated approach to safe working practices and policy development.
- 19 To liaise with West Midlands Fire Services, the HSE, Coventry City Council's Environmental Health Department and other enforcing authorities as required by the Health and Safety Manager.
- 20 To review and advise on the adequacy of health and safety contract specifications and health and safety issues within tender documents on behalf of Coventry City Council. To review and advise on prospective contractors' company safety policy statements and safety method statements, submitted as part of a tender approval process of contractors. Provide assistance to the client/client's agent in monitoring the contractor's H&S performance and support duty holders fulfil their H&S responsibilities within the Construction, Design and Management Regulations.
- 21 To produce, analyse and interpret technical and/or complex information and prepare reports as required by the H&S Manager.
- 22 To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others, and to comply with the health and safety policies and procedures of Coventry City Council. To show an exemplary and visible commitment to health and safety management.
- 23 To comply with the provisions of the Data Protection Act 1998, or as subsequently amended, and adhere to the requirements of all employees of Coventry City Council to maintain confidentiality in respect of employees, service users, Elected Members and the general public. Duties which include processing any personal data must be undertaken within the corporate data protection guidelines.
- 24 The post holder is responsible and accountable for carrying out the duties of this post with regard to the City Council's Equal Opportunities Policy.
- 25 To undertake personal research, training and personal and professional development to keep abreast of legislation, technical and administrative changes and best practice.
- 26 Any other duties and responsibilities within the range of the salary grade.



## Key relationships

<b>External</b> Organisations with a H&S SLA Academies with and SLA LA and Voluntary Aided Schools	<b>Internal</b> Elected Members Colleagues Managers Trade Unions
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<b>Staff managed by postholder:</b>  None
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## Person specification

<b>Job Evaluation Code</b>	P1443D
<b>Knowledge:</b> a thorough understanding of -	
Health and Safety legislation and its practical application	
The principles of Occupational Health & Hygiene	
Effective Health & Safety Management Systems/techniques	
The range of services delivered by Local Authorities such as Coventry City Council	
Providing professional, technical and practical health and safety advice to all levels of an organisation	
Undertaking inspections, audits, accident investigations and risk assessments	
Creating implementing and monitoring health and safety policy initiatives	
Sound knowledge and appreciation of political processes and current issues facing local government	
Demonstrable knowledge and understanding of the key issues facing the Council and local government in general	
<b>Experience:</b> a proven track record of -	
The ability to audit, monitor and review health and safety management at a corporate, directorate and section/team level	
Able to identify hazards, assess risks and advise on measures to prevent/protect against such risks, having regard to the hierarchy of controls and sensible risk management	
Able to integrate into a team of experienced professionals and contribute to the provision of a wide variety of services to both internal and external customers	
Able to read, understand and interpret legislation, Approved Codes of Practice and Guidance	
Able to identify, develop and deliver health and safety information, instruction and training appropriate to the target participants/audience	
Able to influence and communicate effectively with Directors and senior managers, employees and trade union safety representatives, providing sound professional advice and support and skills and knowledge transfer	
Able to effectively plan and organise own workload to meet deadlines, prioritising to satisfy competing demands and urgent and important issues	
Able to set up and use equipment to undertake environmental monitoring, dust/air sampling and noise/substance exposure assessments	
Able to collect and interpret technical data, undertake analysis and evaluation and present information/results in an easily understandable format	



Able to act on own initiative as well as part of a team and demonstrate high levels of self-reliance, motivation and problem solving-skills
Able to deal with people tactfully and with understanding and respect
Able to convey information both verbal and written in a logical and concise manner, giving guidance on priorities and highest risk where appropriate
Able to capture information and maintain accurate records arising from inspections, audits, accident and incident investigations etc., having regard to Data Protection and Freedom of Information legislation, the laws of evidence and good practice
Demonstrable ability to develop excellent working relationships and credibility with Members, colleagues, external and partner organisations, Trade Unions and professional associations
Demonstrable evidence of influencing, persuading, coaching and mentoring skills
Demonstrable ability to proactively support and influence the management and evolution of change with measurable results
<b>Qualifications</b>
Minimum of NEBOSH Diploma in Health and Safety
Membership of IOSH (CMIOH or working towards it) or equivalent
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
The ability to travel quickly and efficiently to sites within the City
Competence and confidence to advise on prohibition/cessation of work, use of unsafe plant, equipment or buildings etc., in situations of imminent danger or risk of serious personal injury
Able to access a wide variety of sites, locations, workplaces and parts of council owned/occupied premises and land
There may be occasions when it is necessary to respond to emergency call-outs
To work at all times within the Health and Safety at Work etc. Act 1974, associated legislation and Council policies

<b>Date Created</b>	01/10/2011	<b>Date Reviewed</b>	07/02/2023
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