

Job Description and Person Specification

Role: Health and Safety Advisor/Technician



Job Description

Job Title	Health and Safety Advisor/Technician
Grade	5
Service	Occupational Health Safety and WellbeingService
Reports to	Raj Joshie
Location	Thomas Yeoman House
Job Evaluation Code	P1444D



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 support the Snr Health and Safety Advisors and Team Leader in facilitating 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 and the organisation to ensure an integrated approach to policy development
3. 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 support in the provision of advice on procedures for serious and imminent danger and danger areas 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 support the review of health and safety management systems and performance including the audit, inspection and monitoring programme
7. Help 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 Assist in the development and systematic review of the Council's H&S policy framework, ensuring that it reflects current legislation and best practice, as required.
 - 9 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, as directed.
 - 10 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 Help to collate and analyse incident statistics and support suitable preventative intervention strategies to reduce injury, illness and lost working days.
 - 13 To attend meetings as required to provide technical advice on a variety of H&S issues.
 - 14 Provide practical, technical and compliance advice on health and safety matters 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 contribute to projects as directed, such as drafting new policies and guidance, research of topics or specialist issues
 - 17 As directed, support the implementation of 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 As directed, help in liaisons 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 produce, analyse and interpret technical and/or complex information and prepare reports as required by the H&S Manager.
- 21 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.
- 22 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.
- 23 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.
- 24 To undertake personal research, training and personal and professional development to keep abreast of legislation, technical and administrative changes and best practice.
- 25 Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Organisations with a H&S SLA Academies with and SLA LA and Voluntary Aided Schools	Internal 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:

Staff managed by postholder:
None

Person specification

Job Evaluation Code	P1444D
Knowledge	
Health and Safety legislation and its practical application	
Effective Health & Safety Management Systems/techniques	
The range of services delivered by Local Authorities such as Coventry City Council	
Providing technical and practical health and safety advice to an organisation	
Undertaking inspections, audits, accident investigations and risk assessments	
Health and safety policy and guidance	
Political processes and current issues facing local government	
Understanding of the key issues facing the Council and local government in general	
Understanding of legislation, Approved Codes of Practice and Guidance	
Experience	
Inspections, monitoring and review of health and safety management at a 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 services to both internal and external customers	
Able to identify and deliver health and safety information appropriate to the target participants/audience	
Able to influence and communicate effectively managers, employees and trade union safety representatives	
Able to effectively plan and organise own workload to meet deadlines, prioritising to satisfy competing demands and urgent and important issues	
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 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 maintain accurate records arising from health and safety activities, having regard to Data Protection and Freedom of Information legislation, the laws of evidence and good practice
Demonstrable ability to develop effective working relationships and credibility within the organisation and externally
Qualifications
Minimum of NEBOSH Certificate in OSH or equivalent
Tech membership of IOSH
Special Requirements
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
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

Date Created	13/04/2018	Date Reviewed	07/02/2023
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