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**Post Specification**

**Regulation and Technical**

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| **Date** | **June 2023** |
| **Post Title** | Health & Safety Advisor |
| **Job Family Role Profile** | **RT 9** |
| **Final Grade** | **Grade 9** |

**To be read in conjunction with the job family role profile**

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| **Service Area Description** | | |
| The Health and Safety Team within the Assurance & Performance Directorate provides the Service with support and advice on all aspects of health and safety and runs the central day-to-day aspects of management of health & safety within the Service | | |
| **Purpose of this post** | | |
| Assist in developing, establishing and maintaining robust health and safety management systems helping to ensure Cumbria Fire & Rescue Service is a healthy and safe place to work, and risks to staff, Service users and members of the public arising out of the activities of the Service are minimised.  Provide professional, efficient, and effective health and safety support to Service managers and employees.  Conduct audits, inspections, and compliance monitoring to ensure that statutory obligations are met and safe systems of work and procedures are followed. | | |
| **Key job specific accountabilities** | | |
| 1. Provide professional health and safety advice and support to managers and employees as required.  2. Contribute to and participate in audits and inspections to monitor compliance to health and safety legislation and best practice guidance throughout the Service.  3. Produce comprehensive reports and detailed action plans to address non-compliance issues highlighted during audit or as a response to events or emerging accident and incident trends, providing support to facilitate the implementation of action plans within an appropriate timeframe.  4. Work with managers at all levels to ensure continuous improvement in both the strategic and operational performance of health and safety, supporting the development and maintenance of robust health and safety management systems that meet or exceed health and safety legislation.  5. Develop / contribute to health and safety policy and procedures as appropriate including assisting managers in the development of risk assessments, safe systems of work and compliance monitoring procedures.  6. Conduct or assist with accident / incident investigations ensuring that both direct and underlying causes are established, appropriate remedial actions identified and implemented. Collate information and evidence to support a defence to any resulting liability claim.  7. Contribute to the development, maintenance and delivery of an effective health and safety programme, based on key performance indicators, non-compliance trends, and accident data analysis.  8. Contribute to the planning and implementing of initiatives to publicise and promote health, safety, and wellbeing. Supporting the work of the Occupational Health and Human Resources colleagues in the development and implementation of effective health promotion and preventative measures in relation to work related ill health.  9. Design and deliver effective health and safety training. Monitor to ensure consistent arrangements are in place for the provision of learning and development activities in the various Service roles.  10. Contribute to health and safety reports as required by the Service.  11. Undertake other duties as designated by the Health & Safety Manager, including as necessary work on time limited projects within specified parameters to promote improvements in health, safety, and risk management systems. | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * None |
| **Staff Management Responsibilities** | | * No direct line management responsibilities. * Responsible for leading a team of peers and/or multi-functional teams on specific projects. |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| To hold or have a willingness and desire to work towards higher level qualification accredited as meeting the academic requirements for Graduate membership of IOSH such as:   * National Examination Board in Occupational Safety and Health (NEBOSH) National Diploma in Occupational Health and Safety. * National and Scottish Vocational Qualifications (NVQ/SVQ) Level 5 Diploma in Occupational Health and Safety Practice. * Membership of IOSH with willingness to progress towards Chartered membership, if not already held.   • A minimum qualification of NEBOSH National General Certificate in Occupational Health and Safety or equivalent.  • A minimum of two years’ experience of working in a health and safety advisory or similar role.  • Experience of auditing health and safety management systems.  • Excellent working knowledge of health and safety legislation and best practice with evidence of continuing professional development.  • Effective written and verbal communication skills, including excellent report writing.  • Effective operation of standard office equipment and ICT skills  • The ability to compile reports and presentations that persuade, influence, and support the implementation of recommendations and remedial actions. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a Standard DBS check | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Limited frequency of exposure to information that can be upsetting. Details of accidents and incidents when physical and or psychological harm has occurred. Contact with individuals who have been directly involved, witnessed or have been harmed out of or in connection with a work activity. | |
| **Physical Demands** | * Normal | |
| **Working Conditions** | * Normal. Will conduct work in a variety of workplaces and occasionally may involve some outdoor work. | |
| Other Factors | | |
| * May in exceptional circumstances be called upon to provide emergency Health and Safety advice and assistance outside normal hours. * Ability and willingness to travel around the County. | | |