

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Workforce And Organisational Development
SECTION:	Safety Team
LOCATION:	Number One Riverside, Smith Street, Rochdale
JOB TITLE:	Senior Safety Adviser
POST NUMBER:	LCLDCSU00002
Grade:	Grade 7
Accountable to:	Corporate Safety Adviser
Accountable for:	None
Hours of Duty:	37 hours per week in accordance with the Authorities Scheme of Flexible Working and service Work Life Balance Scheme

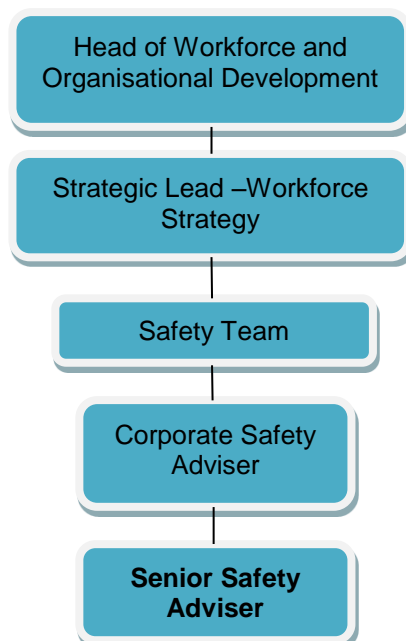
Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

This post is not politically restricted in accordance with the current regulations.

Casual user car allowance is payable

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Provide professional, competent advice and support to Services and Schools within the Council, to ensure compliance with legal requirements and council policy relating to health and safety. This role will provide practical and creative solutions to enhance and improve safety and health standards across the council.

Build and maintain effective working relationships and networks with all levels of management within the allocated customer group.

Control of Resources

Personnel

Responsible for the direction, support and motivation of self and staff allocated to the potholder.

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority.

Equipment/Materials

To be responsible for all materials and equipment from time to time issued to the post holder or used by staff allocated to the post holder.

Health/Safety/Welfare

Responsible for the safety and welfare of self and colleagues in accordance with the health and safety policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of equality and diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Management and staff of the council and its partners, headteachers, governors and school based staff, members of the council, and trade union representatives.

External

Staff of other local authorities, representatives of external bodies e.g. HSE, GMFS, AGMA, etc., and representatives of service providers and suppliers.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. Interpret and advise on occupational safety and health legislation, standards and practices. Support and coach managers to develop cost-effective and pragmatic safety management strategies and practices which align with objectives of Services, Schools and/or Council.
2. Develop and prepare policy and guidance documents, in line with relevant legislative or other requirements under the direction of the Corporate Safety Adviser. Assist customers in the development and implementation of safety management systems. Ensure strong links between customer objectives and the Council's Health and Safety Policy objectives in the development of local policy, procedures, practices or systems.
3. Advise on and coach assessors on suitable approaches for assessing risk. Analyse the significant findings of risk assessments, and advise on suitability or standards. Direct managers on the selection and implementation of appropriate control measures, including equipment, materials training or systems.
4. Monitor compliance with legislation, policies and procedures. Develop systems and schedules for the monitoring, auditing and evaluating of health and safety practices. Analyse performance against standards to determine the health and safety effectiveness of management processes.
5. Undertake specialist or complex risk assessments where required using measurement equipment if necessary. Measure or test specific work conditions or environments (e.g. noise, vibration, lighting, dust etc.). Advise relevant managers of outcomes and actions required.
6. Plan, develop and implement practical solutions, interventions and improvement programmes arising from changes to standards or policy, audits, assessment findings, investigations or enforcement requirements.
7. Monitor and update the Council's incident database, identifying critical or significant events and initiating further investigations where appropriate. Complete reports to enforcement authorities. Investigate incidents as appropriate, interviewing any involved persons or witnesses, analyse significant or critical incidents to identify root causes using appropriate specialist techniques or protocols. Prepare reports incorporating legal advice and make recommendations to senior management as required.
8. Ensure the collection and interpretation of statistical data to provide indicators of health and safety performance to management or groups as required. Prepare reports, statistical presentations etc. for the preparation of committee reports as required under the direction of the Corporate Safety Adviser. Present reports at meetings and provide supplementary advice if necessary.
9. Advise on health and safety elements of specifications, schedules and procurement contracts. Assist in the design, specification and contract evaluation processes for the selection of equipment,

materials, contractors or service providers. Advise on pre-selection risk assessment panels or groups.

10. Identify and develop appropriate safety training programmes from training needs analysis and risk assessment findings to improve health and safety competency at all levels. Design and deliver training sessions, presentations, tool box talks, workshops or similar events.
11. Respond to ad-hoc requests and queries including from meetings and telephone support to Services and Schools.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 Liaise with external agencies and organisations, strategic partners, contractors and other RBC specialist units and Services. Deal appropriately with enquiries or complaints from members of the public.
- 4 Maintain a programme of continuous development (CPD) to maintain the required Chartered status including attending training, seminars or networking events as agreed with line manager.

Job Description prepared by	<u>Nancy Wilson</u>	Date	<u>29 January 2019</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION			
Service:	Workforce & Organisational Development	Post:	Senior Safety Adviser
Section:	Safety Team	Post Number :	LCLDCSU00002
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills and knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential or Desirable	How Identified: AF Application Form I Interview P Portfolio: presentation T Test or assessment
A. Qualification and Experience		
1. Do you possess a NEBOSH Diploma in Occupational Safety & Health, or recognised equivalent? Please provide details.	E	AF Evidence at Interview
2. Are you a Chartered Member of Institution of Occupational Safety & Health, or do you have two years relevant post-grad experience and evidence of CPD? Please provide details.	E	AF Evidence at Interview
B. Skills and Knowledge		
1. Please provide details of your experience of working in a 'consulting style' with managers or groups, to achieve appropriate safety solutions including experience of delivering training or presentations to different audiences in various settings and your familiarity with presentation.	E	AF / I / P
2. What is your experience of monitoring safety standards by a range of methods, such as inspection, audits, reviews or similar.	E	AF / I / P
3. What is your experience of investigating accidents, incidents or complaints, analysing causes, and reporting on action required, taking into account legal implications.	E	AF / I / P
4. Please provide details of your experience of writing policy, guidance, safety procedures, instructions or similar in appropriate styles or format to suit particular customer requirements.	E	AF / I / P
5. Please provide details of your experience of assessing risk in unusual or complex cases, and of using in a range of techniques for risk assessment and management, and guiding managers accordingly.	E	AF / I / P
6. Tell us about your understanding of the main H&S legislation and standards relevant to a local authority and its partner organisations.	E	AF / I
7. This role requires a very high standard of written & spoken English,	E	AF / I

the ability to write reports on technical or complex matters and to be able to translate such material into plain English if needed. You must have extensive experience of PC software including MS Word and the ability to format documents, Excel, internet & email. Please describe the qualities you would bring to this role.		
8. This role requires excellent communication skills and ability to liaise with people at all levels, including staff, senior managers, headteachers, elected members, governors, enforcement officers, etc. by email, telephone, or face-to-face. Strong customer service ethic with good telephone manner and awareness of business etiquette. Please describe the qualities you would bring to this role.	E	AF / I
9. Please explain why it is important to be self-motivated and able to plan, organise and manage own workload following a pre-determined documented work plan. You should also explain why, as well as being able to work as part of a central team, you should have a flexible approach to service delivery and to guide and support colleagues where required.	E	AF / I
C. Special Working Conditions		
1. Mobility is required to be able to attend different sites and buildings across borough to tour, inspect, investigate or evaluate situations. Physical ability to carry out inspections or investigations, which may involve access via ladder or similar; or crossing uneven ground surfaces. Able to bend, kneel, carry and operate monitoring or recording equipment, or use hand tools for adjusting workstations or calibrating equipment. Please confirm you are willing and able to adhere to the special working conditions.	E	I
D. Behaviours and Values		
1. Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF / I
2. If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF
3. If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF