



B O S T O N

BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR



Vacancy Details: Health & Safety Advisor

Closing: Midnight on Wednesday 8th August 2018

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Health & Safety Advisor

Salary up to £35k

Full time 37 hours (part time possible – minimum 25 hours, pro-rata salary)

Flexible hours and working available

Our ideal candidate would need to be NEBOSH qualified as a minimum and hold Technician or Graduate membership. Evidence of Continuing Professional Development would also be essential. Experience in implementing health and safety in a way to ensure compliance and support improvements in the efficiency and productivity of a workforce is important. The environment is complex and presents unique challenges so we are looking for a highly motivated person to build on the solid foundations we already have in place

The role has a responsibility to ensure the Council can be confident in its health and safety performance including updating, developing and implementing all the Health and Safety policies, Codes of Practice and procedures. You'll also need to have experience of carrying out internal audits and inspections and therefore hands on knowledge within the following areas would be desirable: Environmental Operations, Leisure and Events.

A confident approach with great communications skills, you'll be proactive and keen to take the Council to the next level within a work environment that offers variety and responsibility across a broad range of services. The work is physically active and requires a flexible approach to working hours (including weekends, early morning and late nights).

In return for your commitment and enthusiasm we can offer a varied and interesting workload and a genuine commitment to your career development. We have an attractive benefits package including flexible working, training and development, family friendly benefits, generous annual leave entitlement and a career average pension scheme (LPGS).

If you would like an informal discussion about the post please contact Rebecca Gardner on 01205 314270 or email your questions to becky.gardner@boston.gov.uk

For further information, please visit our website at www.boston.gov.uk. If you require assistance please contact People Services on 01205 314204.

Closing date: Midnight on Wednesday 8th August 2018



JOB DESCRIPTION & PERSONAL SPECIFICATION

Boston Borough Council		
Job Description		
Directorate Corporate Services	Service People Services	
Job Title Health & Safety Advisor	Grade 5* (subject to Job Evaluation)	
Reports to People Services Manager	Responsible For Shared responsibility for apprentice	
Is this post eligible for a DBS check? NO Boston Borough Council will re-check employees, as a minimum, at 3 yearly intervals.		
A Purpose of job:		
1	To provide advice, guidance and support to Members, managers, staff and staff representatives on matters relating to their duties and obligations under the provisions of the Health & Safety at Work Act 1974 and related legislation;	
2	Lead on the development and implementation of proactive health, safety and wellbeing programme and policies; and linking into developments in HR practice to maximize the benefit of the H&S function.	
3	Lead on linking health and safety management into the Council's risk management and planning and performance monitoring processes.	
B Main responsibilities, tasks and duties:		
1	To manage, maintain and provide good practice by supporting managers through the implementation and operation of the Council's health, safety & HR policies and procedures;	
2	To ensure, by supplying and working with managers, that the Council's obligations are met through a proficient corporate risk assessment process;	
3	To identify and deliver, through managers, an annual programme of Health and Safety training; and training for managers in relation to attendance and wellbeing.	



4	To develop effective strategies for staff wellbeing and improving the health of the workforce, working with other colleagues to develop initiatives to reduce sickness absence and improve the health and wellbeing of the workforce;
5	To support managers in investigations into serious incidents/near misses as required, conducting cause analysis and learning from experience reviews to produce recommendations on control measures to prevent recurrence;
6	To maintain and provide monthly/quarterly accident classification statistics;
7	To identify, develop and implement practical systems procedures and polices to support the People Services Section and Health & Safety Working Group;
8	To co-ordinate the risk management process on high level health & safety risks with with relevant responsible officers .e.g. Legionella, Asbestos, Electricity, Fire, Corporate Manslaughter, contractor control;
9	To attend local authority safety group meetings and represent the Authority as necessary and provide reports to the People Services Manager.
10	To liaise with Trade Union representatives and leading on the Health & Safety Working Group regarding ad hoc matters as required;
11	To be the central point for RIDDOR reporting to the Health and Safety Executive;
12	To keep abreast of current developments and changes in legislation for all aspects of the Health & Safety function and to interpret any such changes, apply them to ensure that the Councils is in full compliance with all professional codes and legislation, and maintain best practice at all times
13	To support the risk management and insurance claims process; and
14	To ensure comprehensive records are kept of all H&S matters including risk assessments etc.
15	To carry out other duties assigned from time to time, which are broadly consistent with the general functions and grading of this post.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

C Knowledge and skills

1	<p>Knowledge - Essential</p> <p>Evidence of CPD (continuous professional development) Microsoft office packages including outlook, powerpoint, excel and word. H&S Qualification (NEBOSH Certificate)</p>
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	<p>Previous practical health & safety experience Evidence of working across H&S and HR disciplines Understanding of safe working practices for lone workers.</p> <p>Knowledge - Desirable</p> <p>IOSH Membership NEBOSH Diploma</p> <p>Risk management including events safety, refuse collection, tree inspections and memorial/ burial safety. HR professional qualification</p> <p>Previous practical health & safety experience within a local government setting Previous practical health & safety experience on events</p>
2	<p>Interpersonal Skills – Essential</p> <p>The ability to converse at ease with all stakeholders including senior management and elected members and provide advice in accurate spoken English is essential to the post</p> <p>Ability to motivate and train others, work as part of a team and participate in multi-disciplinary meetings.</p> <p>Excellent literacy and time management skills</p> <p>Interpersonal Skills – desirable</p> <p>Safety Auditing experience Experience of setting objectives & monitoring of performance</p>
3	<p>Mental Skills</p> <p>Requires a practical approach to problem solving</p> <p>Ability to assess new situations, identify risks and react appropriately whilst lone working.</p> <p>Ability to situations, practices and procedures to identify risks and develop solutions and plans</p>
4	<p>Physical Skills</p> <p>Must be able to travel between Council sites in order to fulfill the requirements of the role.</p>
D RESPONSIBILITIES	
1	<p>For supervision</p> <p>Responsible for providing advice and guidance on established policies and procedures in relation to health and safety, attendance and wellbeing.</p> <p>Support and assist with the development of policies and procedures in relation to health, safety, attendance and wellbeing.</p>



2	<p>For people</p> <p>An understanding of the responsibility for safeguarding and promoting the welfare of children is required</p> <p>Must be prepared to undertake safeguarding, disability, equality & diversity, Health & Safety plus all other relevant training</p> <p>This position requires the postholder to undertake Personal Safety Training, which may be held on a Saturday.</p>
3	<p>For financial resources</p> <p>Limited direct responsibility for financial resources.</p>
4	<p>For physical resources</p> <p>Some responsibility for handling and processing manual and computerised information.</p>
E Work environment and demands	
1	<p>Work demands</p> <p>Requires the need to switch between varied tasks or activities and conflicting work demands. There is a requirement for working evenings and weekends at certain times.</p>
2	<p>Physical Demands</p> <p>May involve some ongoing physical effort (standing or walking at a normal pace for long periods)</p>
3	<p>Working conditions</p> <p>Postholder will generally have access to a supervisor/ manager for advice and guidance on serious issues.</p> <p>Job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions and people related behaviours.</p>
F Other	
1	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.</p>
2	<p>Equal opportunities</p> <p>The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>
3	<p>Health and safety</p> <p>The post holder is required to carry out the duties in accordance with the Council Health</p>



	<p>and Safety policies and procedures.</p> <p>All employees have a duty to take reasonable care for their own health & safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> • Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided • Use equipment correctly at all times • Wear or use personal protective equipment provided • Report all unsafe acts, conditions, accidents or near misses • Suggest methods of eliminating hazards and reducing potential risks • Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence <p>Take part in risk assessments, workplace inspections, safety tours and audits when necessary</p> <p>Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks</p>
4	<p>Health Surveillance</p> <p>Employees are required to undertake such health surveillance, at the cost of the Council, as may be required. This may be identified by risk assessments or be a statutory provision such as those within the Health and Safety at Work Act 1974 and The Control of Noise at Work Regulations 2005.</p>
5	<p>Conduct</p> <p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees are required to follow the Councils Contract Procedure rules and Financial Regulations in any financial transactions and other dealings on behalf of the Council.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times</p>
6	<p>Information security & data protection</p> <p>Employees should ensure that confidential material including material about individuals is handled in accordance with the law.</p> <p>Employees are individually responsible for any information in their care whether computerised or manual.</p> <p>All Council policies on these issues should be adhered to.</p>
7	<p>Safeguarding</p> <p>Employees have a responsibility to safeguard and promote the well-being of all vulnerable adults, children and young people who participate in our services or whom they come into contact with through discharging various functions. This includes situations where the Council works directly with adult, service users who have care of children. Employees should be able to identify abuse or neglect and understand their</p>



	responsibilities and what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.	
8	<p>Values</p> <p>We believe that everyone has a role to play in making our council successful.</p> <ul style="list-style-type: none"> • We expect everyone involved with Boston Borough Council to be: • open and honest with people • enthusiastic, positive and proud about working for Boston Borough Council • patient with people and take time to understand their concerns • approachable and clear with people • open to new ideas and willing to learn • caring and to treat people with respect, consistency and fairness • focused on customers 	
Job description written by	Name: K Nundy	Date: 10/5/2018
Job description agreed by:	Postholder:	Date:

