

Job Description

Post title: Health and Safety Adviser
Grade: NJC Grade H
Responsible to: Premises & Facilities Manager

Job Summary

- This role is a new position for a suitably qualified person to assist in achieving continued improvement in Health and Safety performance and service delivery.
- To undertake a range of duties commensurate with your experience and competence, including conducting periodic audits and inspections of Academies Trust wide and assisting in conducting accident or incident investigations in the workplace.

Main Duties and Responsibilities

- To carry out workplace audits and inspections to identify and recognise good practice or any shortfall in health and safety standards or safe working practices.
- To report findings to Managers with prioritised recommendations for remedial actions.
- To provide advice and support to managers in responding to accident and incident investigations and RIDDOR reportable, or other loss events.
- To provide an advisory service embracing all areas of health and safety risk management, including policy development, risk assessment methodology, workplace inspection and audits, investigating, recording and reporting of accidents, dangerous occurrences or near-misses.
- To maintain competence in a rapidly changing legislative environment by continuous professional development.
- To provide termly H&S reports to senior leaders.
- Assist in the training and development of staff and to undertake personal professional training as may be deemed necessary to meet the duties and responsibilities of the post.
- To undertake any such other duties and responsibilities commensurate with the grading and nature of the post.
- The postholder will be required to have a flexible approach to work in responding to the needs of the Service.
- To review fire risk assessments across the Trust and provide guidance to staff.

Health and Safety Adviser

Person Specification

| Criteria | Essential | Desirable | Method of Assessment |
|---|--|-----------|----------------------|
| Qualifications and Education NEBOSH National Diploma in Occupational Health and Safety | √ | | C |
| Experience and knowledge Experience working as part of a team as well as working on own initiative Experience of commitment to continuous professional development Knowledge of Health and Safety auditing Knowledge of Health and Safety inspections Experience of working within a Health and Safety environment. Experience of the control of hazards and the regulatory framework arising from the workplace environment. | √ √ √ √ √ √ | | AP, I, R |
| Skills Competence in the use of databases and other applications with good organisational skills. Effective interpersonal and communication skills and the ability to build and maintain effective collaborative working relationships Ability to produce clear and concise reports Ability to plan, organise, prioritise and manage own workload. Ability to analyse complex and technical data from a variety of sources, challenging the adequacy of risk mitigating measures implemented or being proposed. | √ √ √ √ √ | √ | AP, I, R |
| Personal Attributes The ability to take a pragmatic and balanced approach to health and safety issues. To be an effective communicator. The ability to demonstrate flexibility, distinguishing urgent from important priorities with a fast changing operational environment. The ability to work without close supervision and often to tight deadlines. | √ √ √ √ | | I,R |

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| Strong team player committed to an ethos of continuous improvement and collaborative working. | √ | | |
| Special Requirements Due to the role requiring travel between Academies, a full driving licence and access to own transport is required for this role. | √ | | C |

Method of Assessment

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|-----------|------------------|
| AP | Application Form |
| I | Interview |
| C | Certificate |
| R | References |