

# Role Profile and Specification - Health & Safety Officer

Service Area	Corporate Resources
Role Title	Health & Safety Officer
Location	Oxted/Agile
Reports to	Council offices, Oxted/Civic Centre, Esher Agile working
Salary/Grade	M3 (£42,575 to £45,106)
Duration/Hours	37 Hours per week

This is a shared role between Tandridge District Council and Elmbridge Borough Council, with Tandridge being the lead employer.

## Job Purpose

You will be the main point of contact for corporate health and safety across the two organisations.

To provide advice and guidance on a range of Health and Safety matters to the Councils.

To ensure a comprehensive, proactive and responsive service in all aspects of health, safety and welfare at work, ensuring that the Councils comply with appropriate legislation, regulations and professional standards in line with the Council's policies and procedures.

## Key Objectives

- Support organisational commitment to health & safety
- Promote a culture that is supportive of the council's purpose, aims and values
- Adhere to the Council's Values and Behaviours framework

## Specific Responsibilities

- To be the competent person, taking ownership of Health and Safety and leading on the continual improvement of health and safety performance within both organisations.
- Advise on health and safety matters to ensure that the Council is compliant with the provisions of the Health and Safety at Work Act 1974, health and safety regulations and any other legislation or Council Policies which may come in force.

- Ensuring arrangements are in place for health and safety compliance in the TDC council property stock.
- Develop and update the health and safety strategy, translating it into workable policies and procedures. Review health and safety related policies regularly and update them where appropriate.
- Monitor, evaluate and review existing, new and upcoming Health and Safety legislation and ensure that both Councils have policies and procedures in place to comply with the law.
- Work proactively with all managers and other key staff to establish and maintain a programme of continuous improvement in the management of Health and Safety within their areas of responsibility, which includes conducting regular audits.
- Ensure that rigorous risk assessment and accident management systems are in place to enable managers to undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
- Maintain a central record of risk assessments and monitor accordingly. Monitor and review all Display Screen Equipment risk assessments, taking action as necessary.
- Ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH, and that necessary notices are displayed and reviewed.
- Monitor accident reports and carry out investigations as necessary. Keep a record of accidents and look for trends or hot spots. Ensure that where necessary, accidents have been reported to the HSE Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Sit on the Council's Employee Consultative Group and other relevant groups and make relevant recommendations to be implemented in respect of health and safety across the organisations.
- Develop and when required deliver health and safety training to ensure compliance with any new health and safety initiatives or legislation to ensure that all staff are aware of the compliance aspects and of relevant risks, including staff induction and Manager training.
- Keep abreast of current legislation relating to all health and safety aspects and make recommendations for any changes necessary to ensure compliance.
- Liaise with managers where a risk assessment has identified a need, including carrying out stress risk assessments when required. Maintain appropriate records.

# Person specification

## Qualifications / Education

Essential
<ul style="list-style-type: none"><li>• NEBOSH diploma or equivalent</li><li>• Membership of IOSH</li></ul>

## Experience

Essential
<ul style="list-style-type: none"><li>• Experience of investigating accidents, report writing and representing an employer at any resulting meetings.</li><li>• Experience of writing and monitoring Health and Safety Policies and procedures.</li><li>• Experience in identifying and developing Health and Safety training</li><li>• Experience of conducting health and safety audits and resulting action plans.</li></ul>

## Key Skills and Knowledge

Essential
<ul style="list-style-type: none"><li>• Knowledge on the technologies for recording and reporting accidents</li><li>• Managing conflicting priorities</li><li>• Good communicator with ability to communicate effectively with a range and variety of audiences and work well with teams.</li><li>• Good relationship building, relationship management and negotiation skills, with demonstrated ability to influence and persuade</li><li>• An understanding of how to drive and deliver results and performance improvements and drive continuous improvement within specialist area.</li><li>• Ability to think corporately and strategically, proactively exercising judgement and initiative in resolution of health &amp; safety issues</li><li>• Ability to think innovatively and practically.</li><li>• Report writing skills.</li><li>• Understanding of data protection.</li><li>• Understanding of equality and diversity.</li><li>• Ability to work successfully in a political environment and clear understanding of context in which the job is delivered.</li></ul>