

# Job description

<b>Job title:</b>	Health & Safety Consultant/Lead Consultant
<b>Grade:</b>	Level 1 Dorset Grade 9 Level 2 Dorset Grade 10 Level 3 Dorset Grade 11 – Lead Consultant
<b>Job evaluation reference:</b>	HR016a,b,c
<b>Job family:</b>	Human Resources

## Purpose and impact

Act as a source of professional expertise on matters relating to health, safety and wellbeing, ensuring the council fulfils its duty of care to employees, service users and meets current legislation, both as a major employer and as a provider of services.

- Work as part of the Health & Safety Team to provide a health and safety service to the council, schools, academies and other external customers and partners
- To develop and maintain knowledge of best practice and developments in workplace legislation, health and safety procedures and safe systems of work.
- To provide high quality, timely and effective advice and support to managers and employees on health and safety matters, including legal compliance, operational best practice and accident prevention.
- To promote a Council wide health and safety culture and embed health and safety into every day management and practices.
- Work collaboratively across the HR & OD Service and with colleagues across the council to ensure that the HR & OD Services meet the organisation's needs and are joined up for the benefit of customers.
- To support the achievement of whole authority people priorities and meet corporate aims, enabling the organisation to transform ways of working and achieve whole authority cultural change.

## Key responsibilities

1. Provide specialist health and safety consultancy advice and services to the council, schools, academies and other external customers and partners including other councils.
2. Act as lead health & safety consultant for specialist technical health & safety activities and subjects.
3. Liaise and consult with managers and employees to provide an appropriate level of advice across a range of health, safety, wellbeing situations and create guidance documents.
4. Develop and implement systems of workplace inspections and health and safety audits, review of procedures including risk assessments and identify areas of non-compliance.
5. Carry out detailed investigations of accidents and incidents in accordance with relevant health and safety legislation and regulations and monitor and review accident statistics to establish underlying causes, identify trends and recommend



action where necessary. This response to serious accidents and incidents will include working outside of normal working hours.

6. Provide a first point of contact/act as lead adviser to services/directorates in regard to Health, Safety, Welfare and Fire Safety functions
7. Engage with customers to seek feedback on current provision and discuss emerging needs to support the improvement of services.
8. Promote and market services and seek new business opportunities to ensure financial viability of health & safety provision
9. Develop, produce, monitor and review new and existing policies, procedures and guidance.
10. Provide technical advice and guidance on procurement of contracts, services, work equipment and inspect work equipment to ensure suitability for use and identify and review the inspection and maintenance systems and procedures.
11. Develop, produce, organise, deliver and evaluate a varied range of health, safety and fire training programmes tailored to customer needs
12. Manage data, systems and records, analyse information and prepare reports.
13. Undertake continued professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills.
14. Deputise for and represent the Health & Safety Lead Consultant as required.
15. To work to agreed targets and performance standards and to prioritise work.
16. Carry out such other comparable professional duties in support of corporate or service objectives as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### Progression in Post

Progression to Grade 10 (Level 2) will be dependent upon the demonstration of competence, including the need for:

- the ability and competence to undertake the full range of duties and responsibilities of the post;
- achievement of the full NEBOSH Diploma in Occupational Safety and Health or equivalent qualification;
- To undertake continuing professional development and work towards becoming a Chartered Health and Safety Practitioner.

Progression to Grade 11 (Level 3) will be dependent upon the demonstration of competence and the needs of the service. For roles to be designated as a Lead Consultant and assigned at the Grade 11 level the postholder will be expected to:

- Act as Health and Safety Lead for a designated area of the council, including the need to monitor the work of other Health and Safety professionals supporting this area of the council;
- To regularly attend Directorate Leadership Team meetings to ensure a full awareness of Health & Safety matters across the leadership team and that any learning from any accidents or incidents is incorporated into working practice
- To act as designated Health & Safety Lead with the recognised trade unions and Directorate Joint Consultative Group Meetings



**Dorset**  
Council



## **Supervision and management**

Reporting to: Health & Safety Manager

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Relevant professional qualification (NEBOSH General Certificate for Grade 9 and NEBOSH Diploma in Occupational Safety and Health or equivalent for Level 2)	Application form
2. A minimum of five GCSEs or equivalent, two of which must be mathematics and English	Application form
3. Evidence of continuing professional development (Grades 9 and 10) and working towards becoming a Chartered Health and Safety Practitioner for Level 2	Application form
<b>Experience</b>	
4. Significant post qualifying experience, preferably in a large organisation	Application form
5. Operating a systematic approach to inspection, audit and health and safety management	Application form
6. Working through problems and finding solutions within a legal and organisational framework and at Level 2, using cost/benefit analysis to ensure sensible application of health and safety management	Application form
<b>Knowledge</b>	
7. Excellent knowledge of health and safety law and good practice linked to relevant grade and role within the team	Application form Interview Assessment
8. Understanding of the role of a health and safety team within a large organisation and management accountability for the function	Application form Interview Assessment
<b>Skills and abilities</b>	
9. Ability to build effective working relationships with both internal and external customers and stakeholders at all levels	Interview Assessment
10. Excellent written and verbal communication skills	Interview Assessment
11. Excellent interpersonal skills	Interview Assessment
12. Effective problem solving	Interview Assessment
13. Ability to work without close supervision	Interview Assessment
14. Ability to interpret and apply legislation and organisational policy/procedure	Interview Assessment
15. Ability to adapt to competing priorities and demands, including good time/task management	Interview Assessment



16. Good level of computer literacy.	Interview Assessment
<b>Additionally at Level 2</b>	
17. Excellent knowledge of risk management practice and the benefits to the employer	Interview Assessment
18. In depth knowledge of the HSE and Police investigative and legal powers and enforcement actions arising from accidents in the workplace and also from HSE inspections.	Interview Assessment
19. A thorough understanding of human behaviour and its effects on accident and ill-health causes and prevention	Interview Assessment
20. Ability to prepare and present complex information in both written and verbal form.	Interview Assessment
21. Investigative and analytical skills to establish the root causes of accidents leading to effective control measures that reduce risk across the wider workforce.	Interview Assessment
22. Persuasive delivery of advice to ensure adoption of changes, including where this challenges current management practices.	Interview Assessment
<b>Our values</b>	
23. Respect	Interview Assessment
24. Together	Interview Assessment
25. Accountability	Interview Assessment
26. Openness	Interview Assessment
27. Curiosity	Interview Assessment
<b>Other</b>	
28. Ability to fulfil travel requirements of the position	Application form
29. Adaptable approach	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
30. Learning and Development or Organisational Development qualification	Application form
31. European Computer Driving Licence or equivalent	Application form
<b>Experience</b>	
32. Training delivery (essential at Level 2)	Application form
33. Experience of working in educational settings and managing customer relationships	Application form



<b>Knowledge</b>	
34. Good knowledge of health and safety issues affecting schools and other public sector workplaces	Application form Interview Assessment
<b>Skills and abilities</b>	
35. Understanding of the roles of Trades Unions and Elected Members within a public sector organisation	Interview Assessment
36. Presentation skills	Interview Assessment

## Approval

Manager's job title: Service Manager for HR Operations

Date: 1 August 2019

