



Job Title: Health and Safety Advisor (Career Graded)
Placement within the grade will depend on qualifications, knowledge and experience
Grade: Newham (PO1-PO2)
Location – Newham Dockside (min one day a week) available to travel to sites across Newham as required

Accountable to:	Health and Safety Team Manager (Corporate)
Accountable for:	The post holder has no line management responsibility
Job Purpose:	<ul style="list-style-type: none"> • To assist in the provision of professional, comprehensive health and safety advisory service for Newham in order to achieve a continued improvement in health and safety performance and service delivery • To facilitate the implementation of the health and safety management system framework, statutory requirements for health, safety and welfare to ensure that Newham can demonstrate compliance. • To act as the lead on designated projects, research and investigations
Specific Responsibilities	<ol style="list-style-type: none"> 1. Implement the health and safety management system that will include: acting as auditor for assessment/audits, producing action plans, preparing reports, monitoring progress etc. 2. Maintain relationships with directorate portfolio and be responsible for the providing of specific advice, guidance, support with the implementation of the Framework for that directorate and others as required. 3. Identification of key risks across particular service areas 4. To ensure targets and KPIs are met 5. Maintaining and providing accurate and up-to-date data (using Pro-Evaluate, database, Excel etc). 6. Development of documentation (Standard Procedures, bulletins, manual documents, intranet and website information, risk assessments etc.) that is accurate, up-to-date and fit for purpose 7. To carry out research to ensure that the most up-to-date information is provided to the team/council 8. To undertake investigations and provide reports and recommendations/advice on prevention

	<p>9. Study trends from AIR/near miss information and target areas for guidance</p> <p>10. To deliver training (e.g. IOSH, Resilience, Stress, Manual Handling, Fire etc.) to a wide audience and assess and evaluate the training provided.</p> <p>11. Provide a suitable advisory service to managers and staff including guidance on risk assessments and safe systems of work (in person, by phone, e-mail etc.)</p> <p>12. Undertake specific projects as directed, assisting the Manager of Health and Safety</p> <p>13. Attend committee/PG meetings and other relevant meetings as directed by the Manager of Health and Safety</p> <p>14. Maintain competencies across a broad range of health and safety topics and responsibilities and for agreed specialist areas</p>
PO1 grade	<p>To undertake the above duties:</p> <ul style="list-style-type: none"> • Supporting areas of the Council where our risk exposure is low e.g. office based workers. • Undertaking investigations where the level of complexity/seriousness of outcome is low e.g. minor accidents. • Work with supervision from the Manager H&S and provide support / cover (as required) to the other H&S Advisors. • Build knowledge on areas of H&S practice where there are gaps to ensure full knowledge of H&S issues in Newham.
PO2 grade	<p>In addition to PO1 grade duties:</p> <ul style="list-style-type: none"> • Supporting areas of the Council where our risk exposure is high e.g. lone workers, manual handlers, public facing field workers. • Act as the lead investigator where the level of complexity/seriousness of outcomes is high and likely to result in an RIDDOR reportable injury e.g. death or serious injury. • Liaising with the external enforcement agencies regarding incidents. • To devise training to ensure that it covers risk areas (and be the lead trainer responsible for delivering it). • Supervise more junior employees and deputise for the H&S Manager (as required). This may include attendance at the Corporate Health and Safety Board or preparing update papers for the CMT. • Lead on all aspects of the role listed above for all areas of H&S risk in Newham.
Corporate Critical Success Factors	<ul style="list-style-type: none"> • Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money

	<ul style="list-style-type: none"> • Anticipates different customer needs – delivering a customer focused shared service which is a cultural 'fit', is flexible and proactive in approach • Delivers a resilient business, which continuously improves and innovates with healthy revenue streams • Operates an ethos of joint working and operates across the board regardless of location • Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this • Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve • Invests in people and skills to deliver a sustainable business • Provides a transactional service that is multi-channelled and face to face
General	<ul style="list-style-type: none"> • Newham is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures. • Comply with Health and Safety Regulations associated with your employment. • Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through your employment, both formally and informally, in strict confidence. • To demonstrate Newham values.

Personal Specification



Job Title: Health And Safety Advisor	Service Area/Team: Assurance/ Corporate Health & Safety Team	
Directorate: Resources	Post Number: 21158	Evaluation Number: JE6356/ JE6357
Grade: PO1-PO2	Date last updated: April 2022	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Comprehensive knowledge of the Health and Safety at Work etc. Act 1974, delegated legislation and ACOP's relevant to local authority undertakings and related activities.	Application Form/Interview/Test
QUALIFICATIONS / Grading Criteria: Note: Proof of the appropriate level of membership of a professional body may assist in this (e.g. Tech IOSH, CMIOSH, IIRSM etc) Delivery of suitable H&S guidance and advice to a diverse range of clients (NEBOSH* certificate minimum at PO1), Working towards NEBOSH National Diploma, minimum at PO1, NEBOSH Diploma and professional Membership at PO2) Chartered Member of IOSH. Development of specialist competency *(NEBOSH or equivalent)	Application Form/Interview/Certificates Application Form/Interview/Certificates Application Form/Test/Interview

<p>EXPERIENCE:</p> <p>Experience of advising on the most of risks present in LA workplaces (PO1), the majority of risks (PO2)</p> <p>Experience in the application of health and safety legislation, highlighting successful auditing, inspection and/or monitoring activities.</p> <p>Working within the framework of HSG65 and OHSAS 18001</p> <p>Planning and prioritising of workload to ensure deadlines are met especially through busy periods</p> <p>Proactively gathers information about customers and clients and seeks to establish and meet their needs</p> <p>Develops and maintains constructive relationships with customers and clients</p> <p>Working with software and databases to carry out audits, prepare reports etc.</p> <p>Writing policies, guidance documents etc. to ensure that the target audience find them simple to use and understand</p> <p>Preparation and delivery of training to a wide audience of customers and clients</p> <p>Maintains competency and develops specialist competency at PO2</p>	<p>Application Form/Interview/Test</p>
<p>SKILLS AND ABILITIES:</p> <p>The ability to assess health and safety needs, to respond appropriately and provide advice and guidance based on knowledge, skills and experience balancing with the needs of the business.</p> <p>Highly skilled communicator with the ability to communicate orally and in writing to a diverse range of audiences</p> <p>Ability to use a variety if IT software programs e.g. MS Word, MS Access, MS PowerPoint and MS Outlook and databases.</p> <p>The ability to work independently with minimal supervision (at PO2) and to be self-motivated.</p> <p>The ability to make decisions at a level commensurate to the post.</p> <p>The ability to compile concise and often technical reports for different levels of management with minimal supervision (at PO2)</p>	<p>Application Form/Test/Interview</p>

<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>A team player who is able and willing to ask for assistance and advice where necessary</p> <p>The ability to balance competing priorities and deliver within tight timescales.</p> <p>Completes their role with a high degree of integrity and probity.</p> <p>Ability to influence and negotiate effectively along with the ability to motivate, inspire confidence and enthusiasm.</p> <p>Assumes personal responsibility for achieving outcomes and takes responsibility for feeding into the service plan and overall targets</p> <p>Monitors and evaluates against own and teams performance targets</p> <p>Ability to demonstrate Newham values.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>This post may be subject to a standard DBS check.</p> <p>The postholder will be working across Newham.</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage.</p> <p>Application Form/Interview</p>

Grading Structure

This post is subject to career progression criteria. There are two grades within the structure. In order to progress from one grade to the next the postholder will have to meet all of the criteria for the next grade to the satisfaction of their line manager. Following ratification with HR progression to the next grade will be approved.

Grade	Minimum Qualification/membership	Minimum Skills & experience
PO1 SP 29-31	NEBOSH General Certificate & Professional body membership Working towards NEBOSH National Diploma or equivalent	Experience of advising on majority of risks, undertaking investigations and audits with supervision. Able to respond to the majority of H&S matters unaided (in line with the role). With supervision, represent the H&S team on directorate sub groups.
PO2 SP 31-33	NEBOSH National Diploma or equivalent Professional Membership at GradIOSH level	Experience of advising on the majority of risks including complex queries. Developing specialist competency in an area appropriate to the Team's work Act as lead investigator, lead trainer. Provide professional advice on all operational and corporate issues. Represent the H&S team on directorate H&S sub groups. Be able to deliver H&S projects as required by the H&S Manager. Be able to deputise for the H&S manager (including on Boards and Committees) as required.