JOB TITLE: Commercial Services Health & Safety Advisor

JOB EVAL REF NO: A13106

SERVICE: Commercial Services - including Operational Services, Environmental Services, Town Centre operations and the Cemetery and crematorium.

Scale 9

RESPONSIBLE TO: Central Services Manager

RESPONSIBLE FOR: Health & Safety Assistant

MAIN PURPOSE OF POST:

To advise and provide Health and Safety assistance to Commercial Services ensuring that the Council is compliant with Health and Safety regulations whilst delivering various services within the section.

To Control and implement all Health and Safety requirements as per legislation and Council policy with regards to the needs of the Commercial Services workforce and to plan and organise training in line with the needs of the service.

To ensure that Commercial Services complies with all elements of the Construction, Design and Management regulations.

To prepare, and assist others within Commercial Services with the preparation of CDM and Health and Safety documentation for the Council’s Capital, Planned and Housing Repair programmes.

To develop and implement health, safety, quality and environmental management systems for the Environmental Services.

DUTIES AND RESPONSIBILITIES

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

Health & Safety Duties

1. Proactively develop health, safety, quality and environmental management systems to meet all statutory requirements and best practice, achieve ongoing improved standards and support the commercial operations of the section.

2. Assess and monitor contractors to ensure the same consistency of health and safety, quality and environmental standards are maintained in contracting organisations as are expected in-house.
3. Monitor and enforce health, safety, quality and environmental standards as required to ensure standards are maintained consistently throughout the section and present findings within the service and corporately.

4. To advise Commercial Services with regards to all Health and Safety matters in line with current legislation and Council policy.


6. To prepare, and assist others within Commercial Services for the preparation of CDM and Health and Safety documentation, including F10 notifications where appropriate for the Council’s Capital, Planned and Housing Repair programmes.


8. Update the Safety Policies and local arrangements within Commercial Services as required.

9. Maintain a current COSHH file and upgrade accordingly.


11. Carry out Accident investigations and compile reports as required.


13. Carry out regular Site visits as required.


15. Provide update reports and attend Health and Safety meetings and other working groups as required.

16. Ensure the Council is compliant with Asbestos regulations including updating documentation for Asbestos Cement waste and other hazardous waste.


18. To liaise and cooperate with the Corporate Health & Safety Advisor and assist as required.

19. To carry out Health and Safety audits both on site and the documentation for various projects including audits for CDM compliance.

**Other Duties**

1. To organise and document all training for Commercial Services employees as requested and required

2. Conduct Health and Safety induction's for temporary work trainees, agency and new employees

3. Deliver training as and when required

4. To manage the Health and Safety Assistant in line with Council Policies including managing absence, PDRs etc.

5. To participate as appropriate in Corporate initiatives, seeking to achieve continuous improvements in the services provided.
6. Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post.

7. The following requirements are expected of every employee:

- To participate in the Council’s Quality Initiatives
- To use the Council’s computer systems in respect of the duties of the post and to have particular regard to the Data Protection Act
- To be aware of and implement the procedures relating to Health and Safety
- To attend in service training as required
- To be aware of and implement the Council’s Equal Opportunities Policy
- Must be prepared to work flexibly within the team

SPECIAL FEATURES OF THE POST

You may be required to carry out those duties at your present workplace or at another Council site.

You may occasionally be required to work outside of normal office hours during the management of various contracts including assisting where required with the out of hours emergency service provision and in attending appointments/meetings in the early evenings or on Saturdays.
PERSON SPECIFICATION

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

2. A detailed understanding of the current Construction Design and Management Regulations and best practice.
3. Detailed knowledge of Asbestos Regulations and Duty holders responsibilities.
4. Detailed knowledge of working at heights and Inspection and testing of equipment.
5. A thorough and detailed knowledge and understanding of effective site and project management.
6. Ability to work with minimal supervision, work as part of a team and to prioritise/manage own workloads and competing priorities and meet scheduled deadlines.
7. Able to organise and prioritise workloads to meet required targets/deadlines.
8. Ability to write reports as required regarding H & S and training etc.
9. Excellent oral and written communication skills with the ability to present ideas and communicate fully to professionals and none professional alike and assist in producing a wide range of documents including action plans, Risk Assessments and Method Statements, Safe Systems of Work etc.
10. Ability to effectively organise and deliver training to Council employees.
11. Be computer literate and conversant with I.T. processes in particular creating power point presentations and maintaining information using spreadsheets etc.
12. Ability to work flexible hours.

DESIRABLE

1. Detailed knowledge of working within a Local Authority.
2. Knowledge of other Councils services including Environmental Services.

EXPERIENCE

ESSENTIAL

1. Experience in a health and safety management role, preferably in a Local Authority.
2. Previous experience in carrying out inspection and testing activities for compliance with health and safety e.g. legionella testing, HAVs etc.
3. Experience in arranging and delivering training for a multi-disciplinary staff.
4. Experienced in report writing and the provision of management control information.
7. Experience of Project/Construction procurement and management and Construction Health and Safety

DESIRABLE

1. Experience of working within a multi-disciplinary service, providing support for other service areas
2. Experience of working in and leading multi-disciplinary teams achieving specific objectives within target dates.

QUALIFICATION/TRAINING ESSENTIAL

ESSENTIAL

1. Health & Safety qualification Membership of either:
   a. NEBOSH Construction Certificate or equivalent
   b. CDM Co-ordinators’ register (Association of Project Safety),
   c. Membership of the Health and Safety Register (Institute of Civil Engineers),
   d. Membership of the CDM Co-ordinators’ register (Institution of Construction Safety, formerly Institute of Planning Supervisors),
2. Full driving licence

DESIRABLE

1. Supervisory qualification
2. ONC/HNC Management Qualification
3. Qualification or training in project management and construction procurement.
4. Full membership of either RICS., RIBA., CIAT., CIOB., NEBOSH or equivalent
5. Evidence of CPD compliance
6. A nationally recognised management qualification
7. Project management qualification