

JOB DESCRIPTION

JOB TITLE:	Senior Health, Safety and Risk Practitioner	JE NUMBER: A13519
DIRECTORATE:	Digital, Human Resources and Customer Services	BAND: 11
RESPONSIBLE TO:	Strategic Health, Safety and Risk Manager	
RESPONSIBLE FOR:	n/a	
MAIN PURPOSE OF POST:	<p>This post will be responsible for developing, implementing, and managing comprehensive health, safety, and risk management programmes.</p> <p>The post holder will be responsible for ensuring compliance with legislation, identifying, and mitigating risks, and promoting a culture of safety within the organisation.</p> <p>The postholder will provide expert advice and guidance in relation to Health and Safety, risk management and emergency planning functions.</p> <p>The postholder will deputise for the Emergency Planning Liaison Officer, supporting business continuity and risk management activities</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Provide expert advice, guidance and instruction to managers and employees around their compliance with Corporate Health, Safety and Risk policies and procedures, driving continuous improvement across the organisation.
2.	Deputise for the Strategic Health, Safety and Risk Manager (SHSRM) in their absence.
3.	Undertake reviews of policy and corporate guidance.
4.	Use effective, engaging, and collaborative approaches when working with key stakeholders including service managers, HR and trade union representatives, to create a positive Health Safety and Risk culture across the Council.
5.	Collate, process, analyse and review all reported accidents and incidents across directorates, providing investigation advice and support where required and identifying the corporate improvements and actions which are required to reduce or prevent reoccurrence. Complete RIDDOR reporting and support the defence of any liability or injury claims.

6.	Prepare reports, service data sets and other health, safety, risk and emergency planning statistical returns.
7.	Develop, manage and implement a range of HSR initiatives and specific projects within agreed timescales and budgets. Develop and deliver Health, Safety and Risk promotional campaigns and key messaging.
8.	Undertake a system administrator role for the Health and Safety system and work in partnership with HR colleagues to ensure data quality across the HR and H&S systems.
9.	Work independently to organise and prioritise workloads ensuring that key performance indicators are achieved and a high quality professional HSR service is delivered.
10.	Advise on the development of business cases and projects plans, including providing Construction Design Management (CDM) Duty holder advice where required.
11.	Lead the development and delivery of the HSR learning and development training programmes including delivery of bespoke sessions.
12.	Produce high-quality reports, briefings, specialist advice, technical support and presentations.
13.	Develop and deliver an annual programme of proactive monitoring within the Council, including the completion of audits, inspections, safety tours, safety sampling, surveys and completing associated reports.
14.	Act as Deputy Emergency Planning Liaison Officer, supporting the fulfilment of the contractual arrangements between the Council and external emergency planning providers. Assist with co-ordination of emergency planning preparedness and response.
15.	Provide support on business continuity and risk management arrangements within allocated business areas.
16.	Ensure the Council's policies and procedures meet the latest Health & Safety legislation, guidance and professional codes of practice and that national and local policy and best practice is used to inform improvements to the way we work.
17.	Attend training to maintain Continuous Professional Development (CPD), skills and knowledge appropriate for this role.
18.	Complete as directed all other reasonable duties commensurate to the scale and seniority of the post.
19.	Exercise authority in order to suspend or stop any Council activities which are being performed in breach of Health and Safety at Work etc. Act 1974 and other H&S legislation, preferably in conjunction with appropriate service directors or service managers.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Senior Health, Safety and Risk Practitioner	JE NUMBER:	A13519
DIRECTORATE:	Digital, Human Resources and Customer Services	DATE:	May 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to provide high-quality health, safety and risk advice.	AF / P / S / I
•	Able to demonstrate up-to-date experience and a modern approach to delivering strategic health, safety, and risk management services.	AF / P / S / I
•	In-depth knowledge and understanding of laws, regulations and guidance that apply to local authorities/similar diverse organisations.	AF / P / S / I
•	Experience of undertaking successful policy reviews	AF / P / S / I
•	Ability to develop structured and professional reports and presentations for a wide variety of audiences.	AF / P / S / I
•	Working in a team environment and demonstrating positive challenge.	AF / P / S / I
•	Ability to work with minimal supervision, prioritising own workloads with competing priorities and meeting scheduled deadlines.	AF / I
•	In-depth knowledge and understanding of relevant statutory duties and functions provided by local authorities	AF / I
•	Able to work effectively in a political environment and establish positive relationships with Councillors, senior managers, staff, Trade Unions and external partners	AF / I
•	Ability to develop, review and implement corrective action including improvement plans, risk assessments, method statements and safe systems of work.	AF / I

•	Ability to motivate employees and stakeholders to foster a positive and productive working environment.	AF / I
•	Ability to develop a positive health and safety culture across the Council to support continuous improvement.	AF / I
•	The ability to work under pressure and take initiative to organise workloads to achieve priorities and objectives.	AF / I
EXPERIENCE		
Essential		
•	Evidence of a substantial track record delivering health, safety and risk management advice within a large and complex organisation.	AF / P / S / IP
•	Experienced safety and health professional	AF / I
•	Experience of advising on HSR compliance and its application in the workplace.	AF / I
•	Experience of having successfully developed and implemented health and safety policies and practice.	AF / I
•	Experience of developing and delivering a wide variety of action and improvement plans, risk assessments, method statements and safe systems of work.	AF / I
•	Experience of health and safety auditing, inspections and compliance activities.	AF / I
•	Experience of developing and delivering health, safety, and risk management training programmes.	AF / I
•	Experience of advising on health, safety and risk for major capital / development projects.	AF / I
•	Experience of investigating and developing improvement plans for a range of accidents and incidents.	AF / I
•	Developed analytical skills with a good level of ICT skills on software packages and Microsoft office packages.	AF / I
Desirable		
•	Experience of advising a health and safety committee or senior management team	AF / I
•	Experience of co-ordinating emergency planning and business continuity preparedness and response.	AF / I

•	Risk management experience	AF / I
•	Local government or public service experience	AF / I
QUALIFICATIONS		
Essential		
•	Bachelor's degree (or equivalent level) in occupational health and safety or a related field	Application form / certificate
•	Chartered member of the Institution of Occupational Safety and Health	Certificate
•	Evidence of CPD compliance	AF / I
•	Current Driving Licence	AF
Desirable		
•	Member of International Institute of Risk & Safety Management (IIRSM)	AF
•	Masters degree in related field	AF
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing	Interview
Level: 2		

	<p>your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 2		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 2		

Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 2		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
Level: 2		
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
Level: 2		
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 2		

Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.	Interview
Level: 2	For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	