

CHIEF EXECUTIVE'S SERVICE

Job Description

Health and Safety Advisor (p/t 26 hours a week)

Grade LS 10	Post Number: 4102
Responsible to:	Strategic HR Manager
Responsible for:	n/a
Job Objective:	Working under the Strategic HR Manager to act as the specialist Safety Advisor and lead officer for the Authority and provide appropriate advice and assistance to management in order to assist them to meet statutory obligations and ensure consistent application of the Council's Health and Safety policies across the Authority.
Main duties and responsibilities:	Ensure compliance with health and safety legislation and keep up to date with relevant UK legislation
	Advise and assist line management to fulfil their responsibilities for the Health & Safety of employees and others affected by the actions of the Council.
	Perform periodic inspections/audits/assessments to identify unsafe plant, working conditions and working practices (including those of sub-contractors) and report the results of such inspections to the relevant department concerned and, wherever possible, make recommendations for remedying defects.
	Collate, record, report and submit as appropriate all accident information in accordance with legal requirements or in which an interest is expressed by HSE, Solicitors, Police, Insurance Companies, etc. and ensure direct liaison with the appropriate body as necessary.
	Advise about the design and implementation of safe systems of work, and support risk assessment activities to positively influence the reduction of risks
	Analyse and report health and safety performance internally and externally when required
	Support with the provision of safety training and education for all employees encouraging safety consciousness at all levels within the organisation.

	Organise, attend and advise as necessary at relevant meetings including any internal H&S Group meetings
	Preparing health and safety strategies and developing internal policy
	Prepare and deliver H&S reports to relevant meetings such as Corporate H&S Group, Executive Management Team and Scrutiny meetings.
	To maintain continuing professional development to ensure that own knowledge of legislation and best practice is kept up to date.
	To undertake any other duties and accept responsibilities of a varied nature from time to time in accordance with the general nature and grading of the post.
	<p>Approved by: Joanne Wilkinson</p> <p>Designation: Strategic HR Manager</p> <p>Date: May 2025</p>