

Post:	Health & Safety Officer (Career Grade)
Post No:	CHS08
Grade:	22 - 31 (Career Grade)
Responsible to:	Health & Safety Manager
Post Objectives:	To gain a Health & Safety qualification and experience while supporting the overall Health & Safety function of the Council.
Progression	To be based on achievement of NEBOSH examinations, experience and performance.

The Health & Safety Officer role is a career graded role, subject to regular review and ongoing assessment, including achievement of NEBOSH examinations, experience, competence and performance as per the Job Description. The progression/career path is outlined below.

At scale 22 – 25

The Post Holder will already have attained the NEBOSH General Certificate in Occupational Safety and Health.

The post holder will provide effective assistance to the Health & Safety Service, working under the direction of a more senior team member and will undertake audit/inspections independently, be involved in the development of policies and procedures and assist in revision of the emergency plan and associated activities.

The post holder will also be expected to gain the knowledge, experience and competence of all key tasks prior to progression onto the next level of the grade.

At Scale 29-31

The Post Holder will have already attained the Diploma in Occupational Safety and Health or equivalent.

The Post Holder will be capable of conducting health & safety audits for schools and services. Provide advice to all levels of management. Make decisions in isolation without the reliance on the Health & Safety Advisors. Undertake policy and procedure reviews with managers. A Health & Safety Officer must be capable of working on multiple projects simultaneously and provide support to the Graduate (Health & Safety). Lead on projects as requested by the Health & Safety Manager.

Examinations

The Council's Training, Development and Learning Policy specifies the arrangements for payment of examinations in relation to the Qualifications.

Section 2.4.3 states that all Fees and expenses directly relating to the training will be paid by the Council. In addition, where the employee needs to re-sit any examinations the Council will pay the fees up to and including the 1st resit. The 2nd re-sit must be paid for by the employee initially, with the Council reimbursing the employee should the employee pass the examination. The costs of any subsequent attempts will be borne by the employee with no assistance from the Council.