



Job Description

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St. Helens Council

Post: Health & Safety Officer (Career grade)

Post Number: CHS08

Department: Corporate Services

Grade: SCP 22-31 (career graded)

Responsible to: Health & Safety Manager

Post Objectives To gain a NEBOSH Diploma qualification (or equivalent) whilst supporting the overall Health & Safety management of the Council.

Progression: To be based on achievement of NEBOSH examinations, experience, competence and performance.

- The post is located in the Safety and Risk Management Section within the Corporate Services Department. The Section comprises of Health and Safety and Emergency Planning Teams.
- The post holder will assist the team in providing a professional health and safety service to all departments.
- The post holder will organise and provide additional support that contributes towards achieving the corporate requirements and statutory health and safety obligations. The post holder will provide assistance to the Health and Safety Advisors and the Emergency planning function to achieve the said requirements and obligations.



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Duties and Responsibilities

Assisting the Health & Safety Manager/Health & Safety Advisors in:

1. Providing health and safety support to the Corporate Risk Management Section of the Council, as required.
2. To respond to, enquires and complaints from relevant sources, taking where necessary, appropriate action.
3. Develop strong inter-personal and communication skills to assist with information gathering, presentation of reports (written and oral) and participation in meetings as necessary.
4. To maintain and manage the electronic systems as necessary under the direction of the Health & Safety Manager and to compile statistical information in preparation for the Safety & Risk Management Forum.
5. To undertake research on health & safety related issues.
6. Develop sufficient knowledge of IT packages and databases within service areas under review.
7. To undertake a comprehensive programme of workplace audits and adhoc workplace inspections of establishments/services without supervision.
8. To prepare, discuss and agree audit reports and recommendations for improvements with the Health & Safety Advisors where appropriate.
9. To prepare, discuss and agree audit reports and recommendations for improvements with Senior Officers, Service Managers and Directors where appropriate.
10. To assist in the development & review of policies and procedures within the service as required, including formatting documents, uploading to electronic databases and the Emergency Planning systems (St Helens Council Intranet and St Helens Schools Portal).
11. To assist in service reviews of Health & Safety Systems with relevant Managers timescales determined by the Health & Safety Manager.
12. Monitoring Fire precautions under the RRO and advising directorate managers on individual building assessments.



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13. To maintain a sound understanding of the Council's corporate health & safety and related policies, procedures and regulations and to provide advice on their application as and when required.
14. To undertake the assessment and evaluation of contractors Health & Safety Policies at the direction of the Health & Safety Advisors
15. To assist the Health & Safety Manager/ Health & Safety Advisors in the co-ordination and delivery of Corporate Training relevant to the service
16. To deliver training/briefing sessions to employees as directed by the Health & Safety Manager/Health & Safety Advisors.
17. To maintain comprehensive training records as required.
18. To assist in the identification of external training providers for all departments as necessary, including company evaluation and subsequent recommendation to the Council's procurement section to guarantee best value.
19. To assist in the review of accidents submitted via the electronica database, undertaking follow up work as and when required.
20. To undertake investigations into accidents where required and produce reports with appropriate advice to service managers.
21. To undertake the submission of forms under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health & Safety Executive.
22. Active participation in the development, planning and execution of events held throughout the Borough of St Helens, both Council & non-Council.
23. To maintain personal and professional development by undertaking appropriate training and participating in professional body or Council Continuing Professional Development (CPD) scheme.
24. To maintain a full knowledge/awareness of legislative and Health & Safety profession changes and developments which impact upon the Local Authority.
25. The provision of competent health and safety advice to all levels of management, employees and other external bodies including MWDA, including advice on PPE, Work Equipment, Plant and Risk Assessment covering all aspects of Authority Work.



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26. To liaise with external bodies where necessary such as the Health & Safety Executive, Government Departments and partner organisations.
27. To contribute to the on-going development of health & safety services through input to the identification of areas for improvement.
28. To carry out routine or one-off duties associated with the general activity of the Section commensurate with the grade of the post.
29. To represent the Safety & Risk Management Section as required at Committees, Seminars and Local Area Bodies.
30. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
31. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
32. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
33. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: February 2019