



Copeland Borough Council

JOB PROFILE

Job Title	Health & Safety Officer
Job Family	Senior Officer
Salary Grade	SO1/2
Directorate	Chief Executive
Service Unit	Policy and Performance
Department	Human Resources
Ref No	003 PP
Date	19 October 2006

1. MAIN PURPOSE

To support the achievement of the Council's corporate objectives by acting as the Council's health and safety adviser and "competent person" under the Management of Health & Safety at Work Regulations 1992 and 1999, so as to ensure that customers, employees, members and contractors conduct their business in a healthy and safe manner.

2. POSITION IN ORGANISATION

Responsible to: Human Resources Manager

Employees responsible for: None

Context: See Policy & Performance Unit organogram

3. EMPLOYMENT BASE The Copeland Centre, Catherine Street, Whitehaven.

4. SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

1. To advise the Council, managers and officers on health and safety matters and proactively encourage an organisational culture in which health and safety is a top priority.
2. To provide advice, guidance, information and training on health and safety matters to members, management, Trades Union representatives and employees.
3. To react appropriately to incidents and accidents on Council premises, liaising with key agencies to ensure that follow-up action is taken and that employees, visitors and other stakeholders are treated in a way that is in accordance with the Council's standards of customer care and reflects well on the organisation.
4. To ensure the development, review and monitoring of appropriate health and safety policies, procedures and management arrangements.
5. To oversee and audit the operation of appropriate risk assessment procedures, for

example in relation to COSHH, manual handling, display screen equipment and violence and aggression management; and to undertake one-off risk assessments as requested for special events and under special circumstances.

6. To ensure the operation of appropriate accident reporting and investigation procedures.
7. To ensure that the Council responds appropriately to the national agenda on work-related ill-health. In particular, to ensure the appropriate provision of occupational health advice and to design and implement policies and procedures to minimise the Council's level of sickness absence.
8. To compile and present appropriate reports, including performance statistics, on health and safety matters.
9. To actively contribute in the identification and introduction of new systems and techniques to improve the way that the Council works and to generate efficiencies.
10. To contribute to corporate projects and working groups as requested in areas outside immediate area of responsibility.
11. From time to time undertake other duties appropriate to the grade and nature of the role requested by the Human Resources Manager.

5. CONTACTS

Internal: Corporate Team members, Councillors, Trades Union representatives, all other managers, other employees

External: Equivalent post-holders at other local authorities, representatives of other agencies and community groups, individual customers of the Council

6. SPECIAL FEATURES

The post-holder must be able to visit and work in locations remote from the Council headquarters, and it is important that s/he can drive and be physically mobile. On rare occasions it is possible that work outside normal working hours may be required.

7. PERSON SPECIFICATION

Criteria	Essential**	Desirable
Education and Qualifications	IOSH professional qualification	Degree. Occupational Health qualification.
Knowledge and experience	Thorough Knowledge of health and safety legislation and good practice. Substantial experience of operating as a health and safety adviser.	Knowledge of occupational health good practice
Job related skills	Excellent oral, written and presentation skills. Policy and procedure development. Sensitive and responsive judgement. Crisis management. Creative problem solving. Sound basic ICT skills.	Classroom training skills. Advanced statistical/ICT skills

** the requirements stated as essential should form the basis for the Shortlisting exercise

Personal Competencies

Competency	Performance Criteria
1. Health and Safety Core competence	<ul style="list-style-type: none"> Complies with the Council's health and safety policies Takes care of own health and safety and that of others Challenges unsafe practices or behaviours
2. Equality and Diversity Core competence	<ul style="list-style-type: none"> Acts in accordance with the Council's equal opportunities and diversity policies. Avoids language, actions and behaviours which may be considered discriminatory or cause offence or discomfort Challenges discriminatory practices or behaviours Respects diversity by listening to and being positive about alternative contributions
3. Service Management	<ul style="list-style-type: none"> Follows the rules, principles and culture of Best value within the service unit. Contributes to the Service's business planning and financial processes Acts in accordance with Copeland Borough Councils policies and procedures Contributes to improving working processes, practices and systems.
4. Communication	<ul style="list-style-type: none"> Makes best use of the mechanisms within Copeland Borough Council to ensure excellent communication Communicates clearly and with confidence Listens actively, asks questions, clarifies points and checks understanding Presents information in a way that promotes understanding Briefs supervisors and team leaders regularly Observes confidentiality
5. Delivering Results	<ul style="list-style-type: none"> Prioritises and manages activities to ensure delivery of service to cost, time and quality Applies a methodical and systematic approach Anticipates problems and takes advantage of opportunities as they arise
6. Customer focus	<ul style="list-style-type: none"> Implements the Council's Customer Care strategy relative to the work of the service unit Understands the importance of the customer perspective to provide and develop quality services Understands the needs and builds effective relationships with internal and external customers Focuses on meeting customer expectations
7. Self management and development	<ul style="list-style-type: none"> Keeps relevant knowledge and expertise up to date Has a positive and resilient approach Is conscientious and committed to meet service objectives

	<ul style="list-style-type: none"> • Displays fairness and integrity • Pays attention to self development • Welcomes and acts on personal feedback
8. Impact and Influence	<ul style="list-style-type: none"> • Presents a positive and professional image • Wins support for ideas and action plans • Reaches positive and constructive agreements with others • Anticipates and prepares for others' reactions
9. Behaving ethically	<ul style="list-style-type: none"> • Complies with legislation, industry regulation, professional and organisational codes of practice • Shows integrity and fairness • Is open and diplomatic with others • Remains objective and fair, even when personal issues are involved

Prepared by...Len Gleed

Date...19 October 2006