

CORPORATE HEALTH & SAFETY OFFICER

PO Grade, Spinal, Column Points 34 – 40 (£44,722 - £52,362)

As the Council's competent person for health and safety you will ensure health and safety policies comply with legislative requirements and are applied consistently across the organisation. You will provide support and advice to a range of service areas and staff at all levels of the organisation. You will be responsible for the management and supervision of all matters relating to the provision of health and safety advice, development of policies and procedures and the monitoring and review of health and safety management systems utilised by the Council, including the development of best practice to ensure risk is reduced as far as practicable across all directorates.

The successful candidate will help drive a culture of health, safety and wellbeing throughout the Council supporting and promoting a positive environment. You should have a wealth of relevant up-to-date health and safety knowledge, must hold a formal qualification in Health & Safety (e.g., NEBOSH Diploma/NVQ Level 5 Diploma) and have membership of the professional body IOSH (Institute of Occupational Health & Safety). Excellent communication and negotiation skills are essential and you should enjoy embracing new challenges.

If this sounds of interest to you then we would welcome an application from you.

What can we offer in return? Benefits include: holiday allowance plus bank holidays, development opportunities, entry to the Local Government pension scheme, work-life balance policies and support for your personal development are just some of the benefits we offer.

Application packs for the above vacancy can be obtained from the HR Section on (01624) 696455 or downloaded from www.douglas.gov.im. The closing date for the receipt of completed applications is 5.00 pm on Monday, 28th November 2022.

Miss K J RICE, CHIEF EXECUTIVE, Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

DOUGLAS BOROUGH COUNCIL JOB EVALUATION JOB DESCRIPTION

DEPARTMENT	Chief Executive's
SUB-SECTION	Human Resources Section
DESIGNATION	Corporate Health & Safety Officer
REPORTS TO	Assistant Chief Officer (Human Resources)
DURATION	Permanent
GRADE	P O Grade, Spinal Column Points 34 – 40 (£44,722 - £52,362)
HOURS OF DUTY:	Monday – Friday (daily: 8.45 am – 5.15 pm/1 hour 10 minutes for lunch)

MAIN PURPOSE OF THE JOB

Act as the Council's competent person on health and safety as defined by the Management of Health & Safety at Work Regulations 2003, ensuring the organisation complies with current health and safety legislation, codes of practice and guidance in relation to employment and service provision. Ensure all services and buildings have suitable and sufficient safety management systems in place in compliance with legislation and best practice across all services including Housing & Property, Environment & Regeneration, Finance and Chief Executive's Department.

Be accountable for monitoring, auditing, inspecting and reporting to senior management, Chief Officers' management team and elected members. Raise issues where risk is unacceptable and take decisive action including practices to stop where necessary. Put forward recommendations and monitor implementation.

Maintain and update the Council's health and safety management system, policies and procedures ensuring proper implementation. Provide a comprehensive safety advisory service to all departments including the production of health and safety guidance notes, safe working instructions and safety checklists. Corporately co-ordinate, audit and monitor the activities and responsibilities of all Council departments under Health & Safety legislation and maintain the health and safety risk register. Report on health and safety performance and manage the Council's Health & Safety forums/groups.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Profile the Council's health and safety risks, control measures and gaps identified to inform the continuity business planning process and corporate risk register.
2. Act as the professional adviser to the Chief Executive and all departments on all aspects of health, safety and awareness which may affect the Council's services. From a corporate perspective offer support and guidance to each department. Propose and implement practical solutions to improve the Council's health and safety performance.
3. Develop criteria and monitoring systems for corporate health and safety performance. Monitor and analyse results. Undertake regular audits of risk assessments and paperwork across all departments ensuring corrective action is taken on any actual or potential hazards. Carry out quality checks to ensure systems are uniformed throughout the Council.

4. Prepare health and safety reports on Council's overall health and safety performance as required. Include an analysis of the performance of individual departments as well as a corporate overview of achievements.
5. Responsible for overseeing and ensuring safety management systems in all departments are suitable and sufficient by carrying out thorough safety inspections and audits of Council activities, work stations, equipment, working practices and premises. Ensure investigations undertaken comply with good safety practice and statutory requirements. Ensure effective co-ordination and document control of all safety audits and risk assessments.
6. Deal with general health and safety enquiries and investigate concerns raised by employees, safety representatives and members of the public, where appropriate, and take action accordingly.
7. Co-ordinate and compile corporate statistics of accidents and incidents, including dangerous occurrences and incidents. Make appropriate recommendations for any actions required.
8. Liaise with Human Resources on health and wellbeing issues particularly where a risk assessment has identified a need, including supporting managers/heads of service in carrying out risk assessments when required.
9. Ensure heads of services/managers arrange for reportable accidents, dangerous occurrences, incidents and work related ill-health to be investigated, analysed and recorded. Ensure results, with and recommendations, are reported (RIDDOR) to the Health & Safety Inspectorate.
10. Lead on the presentation of appropriate information for health and safety consultation purposes. Encourage and advise on suitable training programmes for staff on health and safety related matters.
11. Ensure, at appropriate intervals, each department reviews its working practices and implements changes identified. Ensure operational and/or policy guidelines and other support materials are prepared to ensure compliance with health and safety requirements.
12. Work proactively with managers/heads of service and other key staff to establish and maintain a programme of continuous improvement in the management of health, safety and wellbeing within their areas of responsibility.
13. Work closely with Facilities management at all Council buildings and Stores to ensure compliance requirements are controlled, documented and maintained in accordance with regulations and guidelines.
14. Maintain an up-to-date knowledge of current and new legislative requirements relating to health and safety issues. Interpret, evaluate and advise management on the implications of such legislation on service delivery. Produce advice and guidance notes on new legislation and ensure appropriate circulation.
15. Attend internal/external meetings i.e., ESAG, IOM Resilience Group, health and safety committees.
16. Liaise with the Health & Safety Executive, Trade Unions, Project Teams, Contractors and other external bodies/agencies concerned with health and safety matters.

17. Investigate, analyse, record and report accidents/incidents, work related ill-health and dangerous occurrences on behalf of the Council (RIDDOR). Make appropriate recommendations for any actions required to appropriate Director.
18. Ensure fire arrangements at all Council buildings are maintained in good working order. Ensure fire drills are carried out on a regular basis. Responsible for weekly testing of Fire Alarm at Town Hall.
19. Liaise with Facilities management to ensure site inspections and other related site assessments (climbing ladders, accessing roof spaces, entering confined spaces, etc.,) are carried out when necessary.
20. Direct, advise, liaise and consult with directors, managers and staff on health and safety matters as necessary.
21. Promote and work with managers/heads of service in determining safe working practices, ensuring all service areas have suitable and sufficient risk assessments for operations and activities and that effective risk control measures are in place and risk assessments are stored centrally in line with the Council's Corporate Risk Management framework. Review biannually.
22. Assist managers to implement health and safety systems and procedures to meet specific requirements such as accident reporting and the Control of Substances Hazardous to Health (COSHH) in a consistent and effective manner.
23. Ensure compliance with the Construction (Design and Management) Regulations 2003.
24. Define the level and standard of health and safety training and experience required for all staff. Assist managers/heads of service in identifying training needs ensuring mandatory training is implemented.
25. Participate in Council's Induction Programme providing an overview of Health & Safety legislation.
26. Support and participate in planning for and responding to civil and Council emergencies using skills/expertise in accordance with Council's emergency procedures liaising with external agencies to keep Council up to date
27. Ensure service continuity plans are in place as appropriate enabling the delivery of essential services following a business disruption so that the needs of the community can be responded to.
28. Work flexibly, when required, to meet the needs of the organisation (may include outside of normal office hours).
29. Responsible for ensuring general administration of the health and safety service is carried out in an accurate and timely manner.
30. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.

31. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
32. Responsible for ensuring all health and safety requirements are met and that all HR/H&S areas are maintained to a good standard of repair and cleanliness. Ensure the Team take all appropriate and reasonable precautions to protect themselves, the public and other staff, from any risks arising from service operations. Ensure the application of Fire, First Aid and Safe Working Practices.
33. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
34. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Chief Officer (Human Resources)/Chief Executive.

SELECTION CRITERIA

Essential

1. Formal qualification in Health & Safety (e.g., NEBOSH Diploma/NVQ Level 5 Diploma)
2. Membership of the Institute of Occupational Safety and Health (IOSH)
3. In depth knowledge of health and safety legislation and practice
4. Ability to make sound judgements and to justify decisions in a competent manner
5. Knowledge of CDM
6. Excellent written and interpersonal skills and the ability to challenge, negotiate and influence constructively and effectively
7. Experience of developing, reviewing and implementing health and safety policies and guidance within a complex organisation
8. Experience of communicating effectively verbally and in writing to senior managers and writing reports
9. Effective team working, networking skills and ability to work independently using own initiative
10. Ability to plan, priorities and organise own workload
11. ICT literate
12. Full clean valid driving licence

Desirable

1. Asbestos management qualification or equivalent
 2. Project management experience
 3. Experience of event management
 4. Ability to deliver training
 5. Understanding of local government environment
 6. An understanding of the operations and functions of a local authority
 7. Political sensitivity
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DOUGLAS BOROUGH COUNCIL - PERSON SPECIFICATION – HEALTH & SAFETY

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW
Qualifications	Formal qualification in Health & Safety e.g., NEBOSH Diploma/NVQ Level 5 Diploma) Membership of the Institute of Occupational Safety and Health (IOSH)	Asbestos management qualification or equivalent	APPLICATION FORM
Relevant Experience & Knowledge	Clear understanding of how legislation and procedures should be implemented within a complex work environment Knowledge of CDM regulations Excellent written, verbal and interpersonal skills and the challenge, negotiate and influence constructively and effectively Experience of developing, reviewing and implementing health and safety policies and guidance within a complex organisation Effective team working and networking skills and the Experience of providing safety advice to managers and staff Experience of advising on safety issues and interpreting safety regulations Experience of dealing with trade union representative	<ul style="list-style-type: none"> • Project management experience • Experience of event management • Understanding of local government • Understanding of the operations and functions of a local authority 	APPLICATION FORM & TESTED AT INTERVIEW
Skills & Abilities	Ability to make sound judgements and to justify decisions in a competent manner Ability to make sound judgements and to justify decisions in a competent manner Ability to challenge constructively Ability to work independently using own initiative Strong organisational and communication skills with a high level of influencing and inter-personal skills Ability to prioritise work to ensure tasks are completed within time constraints ICT literate	Ability to deliver training	INTERVIEW
Attitude & Motivation	Ability to work autonomously and flexibly, responding to business needs Ability to demonstrate flexibility/adaptability with initiative, drive and ability to meet deadlines Strong interpersonal skills and ability to deal with a wide variety of contacts		INTERVIEW