**Job Profile Information:** Senior Health and Safety Advisor

**This supplementary information for** Senior Health and Safety Advisor **is for guidance and must be used in conjunction with the Job Capsule for Job Level** 4 **Zone** 2 **Camden Way Category** 3/4

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To work with managers / heads of service to develop and deliver innovative health and safety solutions to ensure organisational compliance with all relevant health and safety legislation.
* Provide high quality, customer focused health and safety services to managers / heads of service to ensure that Camden reaches excellent standards of health and safety management.
* To promote health and safety best practice and innovation amongst managers and staff across the Council to ensure the safe delivery of all services.

**Example outcomes or objectives that this role will deliver:**

* Provide advice on a range of complex health and safety issues, analysing and defining problems to recommend solutions.
* Monitor, review and investigate incidents to propose controls to prevent a reoccurrence.
* Review health and safety management systems within directorates, including monitoring the ongoing application and advising on the effectiveness of these.
* Build and develop strong working partnerships e.g. with managers, heads of service, property managers, trade unions, specialists and external contacts/providers in order to mitigate risk. Be an ambassador for the health and safety function in these interactions.
* Coach and facilitate the acquisition and development of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with health, safety and well-being issues, particularly in health and safety risk management, and to include training where appropriate.
* Lead and implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling appropriate changes in health and safety policy or practice to take place.
* Produce and deliver health and safety update reports for directorate safety committees as required.

**People Management Responsibilities:**

*None*

**Relationships;**

The role holder will be required to work closely and proactively with managers across the organisation advising them on the health and safety issues and the standards required to meet compliance with relevant legislation.

Regular contacts will be with colleagues across the Council including HR colleagues, Property Managers, Safety Committees, Senior Managers, Members, Trade Unions, other Local Authorities and a range of internal and external working groups.

**Work Environment:**

* The role is a mix of office based work with the possibility of on-site work with local managers as required.
* The role is required to offer consistent service while coping with fluctuating demands and pressures.
* There is a requirement to work flexibly in response to the different demands of the job, which may require working beyond normal office hours on occasions.

**Technical Knowledge and Experience:**

* NEBOSH Diploma or NVQ 4 in Occupational Health and Safety Practice/NVQ5 Diploma in Occupational Health and Safety Practice.
* Corporate member of IOSH or working towards this.
* Experience of devising and delivering safety policies and procedures.
* Understanding of and ability to lead in both specialist and operational safety activities across a large and complicated organisation.
* Experience of advising managers, employees and key stakeholders and interpreting a range of complex occupational health and safety issues.
* Background in health and safety in either a generalist or specialist environment. Examples of specialisms include: asbestos, construction, DSE, fire, water hygiene and the development and implementation of safety management systems.
* Ability to undertake health and safety inspections, audits, risk assessments and accident investigation and produce reports on the findings of these.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

Fire Safety Advisor

Senior H&S Advisor

Senior H&S Advisor

Health & Safety Manager

Senior H&S Advisor