

London Borough of Camden

JOB DESCRIPTION/QUESTIONNAIRE

Health and Safety Advisor

POSITION TITLE: Health and Safety Advisor	DIRECTORATE: HASC
	DIVISION: Housing Repairs and Improvement
JOB FAMILY: Place	SECTION:
PAY LEVEL: PO4	PAY ZONE:
REPORTS TO: Team Leader, Quality Assurance	

JOB PURPOSE/CONTEXT

To provide the Division with competent health and safety advice, knowledge, support and expertise to ensure compliance with health and safety legislation, regulation and HSE requirements, including the implementation of the Council's corporate safety risk management model, the Safer Management Standards, to ensure a safe working environment, work practices and equipment.

PRINCIPAL ACCOUNTABILITIES (Key Results Areas – Measurable)

Service Delivery

- Supporting managers to develop and review safe working systems, practices and environment to ensure services comply with legislative and HSE requirements.
- Working with managers to discharge the Division's responsibilities under Camden's corporate safety risk management model, the Safer Management Standards.
- Support managers to comply with fire safety requirements through the use of outsourced expertise.
- Working with the corporate health and safety team to offer integrated health and safety support to HASC.

Service Development

- Accountable for the ongoing review of health and safety targets to meet changing business, economic, legal and demographic needs.
- Develop and embed service standards and approaches to delivery that will achieve the Council's sustainability aims and targets.

Strategy Development

- As part of the Council's corporate health and safety strategy, interpret and implement this within HASC in order to minimise risks and achieve business priorities.

Providing Leadership

- Work in such a way that adds professionalism and value to the Health and Safety function.

Managing Relationships

- Develop strong working relationships with managers to ensure they are able to manage safety risk effectively.
- Working in partnership with the corporate health and safety team to offer integrated health and safety support to HASC.

Managing Resources

- Accountable for investigating, accessing and establishing funding and other resources to raise the profile of health and safety to meet business objectives.

STRUCTURE

Responsible for:

NA

KEY DECISIONS

1. Provide specialist advice and support to managers and staff to ensure legal compliance and understanding of their responsibilities.
2. Work with the HASC Directorate Safety Advisor to determine and develop health and safety policies specifically required by HASC; promote best practice and innovation; and integrate with the Council's Health and Safety strategy to achieve business objectives.
3. Advise on key health and safety issues, working with managers and other teams to identify and minimise risk, and prioritise required health and safety initiatives where possible to reduce any potential impact on service delivery.
4. In partnership with the corporate Health and Safety Team, undertake independent investigation into significant health and safety accidents and/or incidents.
5. Ensure the setting and monitoring of health and safety targets and key indicators in order to optimise standards and measure and monitor performance.

KEY CHALLENGES

1. Ensuring managers accept their responsibilities to manage health and safety effectively and fulfil their responsibilities as established in the Council's Health and Safety Policy.
2. Ensuring that health and safety is at the forefront of service delivery and development by raising awareness, commitment and action of key stakeholders.
3. Promoting and raise awareness of health and safety issues, providing advice and

training in accordance with best practice to minimise risk.

4. Supporting and provide high level advice to senior HASC managers to integrate health and safety as a priority in their service plans/areas.
5. Researching, investigating, evaluating and recommending required action or initiatives to ensure that HASC responds positively to developments in health and safety legislation and best practice.

COMMUNICATIONS AND WORKING RELATIONSHIPS

1. Demonstrate and champion the Camden Ways of Working, ensuring that staff behaviours and attitudes are aligned to them.
2. Ensure that customer feedback is used to improve performance and integrate delivery with service users' expectations, and that business intelligence underpins the business strategy.
3. Build a strong 'customer focus' within the Division including how it involves, engages with, listens and responds to its tenants and clients and that overall customer satisfaction with Housing Repairs and Improvement services are high.
4. Ensure close partnership working across the Division and Directorate contributing to the regeneration and place shaping of the borough, which are cross cutting themes. Ensure effective partnership working with agencies and sectors to understand needs, develop plans and deliver services, including the longer term Housing Strategy.
5. Maintain and develop links with a range of external bodies and partners, e.g. the Government, funding sources, professional institutions and the GLA to further the Council's housing objectives.
6. Establish a strong working relationship with elected members including providing timely, clear, unbiased and informed advice at all times.

DIMENSIONS

QUALIFICATIONS

- Professional Health and Safety qualification at graduate or diploma level.
- Minimum of GradMIOSH or working towards. (Graduate member of the Institution of Occupational Safety and Health.
- A willingness to pursue professional qualification.

Suitable knowledge, specialism, skills and/or experience may be a suitable substitute for qualifications, especially where there is a willingness to pursue professional qualification.

KNOWLEDGE

- Up to date knowledge and understanding of health and safety responsibilities applicable to housing and service providers

- Sound knowledge of current legislation, policy and key developments in health and safety
- Up to date understanding of health and safety responsibilities in relation to construction and Construction (Design and Management) regulations
- Knowledge and understanding of risk assessment frameworks
- Knowledge of best practice in construction techniques
- Understanding of the principles of Best Value and their application to procurement and management
- Knowledge of current housing and social policy issues and legislation
- Understanding of needs of customers in service delivery.

SKILLS

- Strong interpersonal skills
- Highly developed verbal and written communication skills
- Ability to manage own time and prioritise others to deliver defined objectives within agreed timescales
- Able to form positive working relationships and work in partnership with key stakeholders
- Innovative, incisive approach to analysis of information and supporting the decision making process
- Evidence of commercial acumen and robust contract management
- Strong budget and financial management experience

EXPERIENCE

- Proven experience of providing specialist health and safety advice and support
- Experience of investigating health and safety incidents and translating outcomes into positive action
- Experience of project management
- Experience of performance management
- Track record of improving customer care and performance
- Experience of working effectively with politicians, providing balanced advice and guidance on strategic and operational issues.
- Experience of resident and community engagement and consultation
- Experience of partnership working
- Track record of leading and successfully delivering change

BEHAVIOURS – See Camden Behaviours Framework

- Strategic Perspective – Level 1
- Analysis & Judgement - Level 2
- Adaptability - Level 2
- Working together - Level 3
- Customer Service - Level 2
- Driving Improvement - Level 2

JOB ANALYSIS NOTES

<Job analyst to provide any further comments/notes to support role>