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

**This supplementary information for Health and Safety Advisor is for guidance and must be used in conjunction with the Job Capsule for Level 4 Zone 2. Camden Way Category 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 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. To make sure safe methods of working are deployed in the delivery of key programmes such as fire risk assessment works.

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

* Supporting managers to develop and review safe working systems, practices and environment to ensure services comply with legislative and HSE requirements.
* Make sure safe methods of working are employed on key programmes such as fire risk assessment works.
* Work with residents to develop and communicate building level safety files for the Council’s housing stock
* 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 the Property Management Division.
* 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.
* As part of the Council’s corporate health and safety strategy, interpret and implement this within Property Management in order to minimise risks and achieve business priorities

**People Management Responsibilities:**

*None*

**Relationships;**

The role will report directly to the Head of H&S and Fire Safety.

The role holder will be required to work closely and proactively with service managers, residents and contractors

The role holder will be required to establish a strong working relationship with elected members including providing timely, clear, unbiased and informed advice at all times.

**Work Environment:**

The role is a mixture of on-site work and office based work.

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:**

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.
* 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, in particular fire risk assessments
* Knowledge of best practice in construction management

**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/>

**Position in Organisation:**

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