

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: Technical Support (Health and Safety) Officer

Office: LGSS

Directorate: Health, Safety & Wellbeing Team

Reports to: Health, Safety & Wellbeing Business Partner

Grade: Admin Job Family 3 (Scale 6 to SO2)

Location: Shire Hall

Hours: 37

Job Purpose:

To assist in the provision of competent advice and guidance and training on matters of health and safety, including the implementation of the Council's Safety Management System, across the Authority (including to schools) to ensure that the Council's employees and material assets, together with the organisation's customers, are adequately protected from harm as a result of the Council's operational activities.

To maintain incident and other management data and to investigate incidents, near misses and dangerous occurrences to ensure that the organisation learns from such events and prevents future reoccurrences. To liaise with consultants and contractors as directed by the Health and Safety Manager / Team to ensure that they are aware of and are complying with Council Health and Safety Policy, procedures and systems.

To provide administrative support and to deputise for members of the Health and Safety Team (in a technical support role) as required.

Principal Accountabilities

% Relative Importance

1.	<p>Service Delivery</p> <p>Health and Safety Advice and Guidance Assist in the review and development of policies, guidance, procedures and other tools to assist the organisation in the implementation of health and safety strategies, plans and policies.</p> <p>To ensure that health and safety policy, guidance and procedures are visible (e.g. on the web site) and are up to date and to undertake other activities to actively promote the services of the Health and Safety team (e.g. attendance at induction events etc.)</p>	55
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	<p>Contribute to the provision of a competent client focussed health and safety advisory service across the organisation to secure compliance with the Council's Health and Safety Policy and Safety Management System, legal requirements and best practice standards.</p> <p>Support the Health and Safety Manager / Team to advise and support the Strategic and Service Health and Safety Coordinators to enable them to fulfil their health and safety related roles and responsibilities.</p> <p>Design, develop and deliver, by agreement with the Health and Safety Manager, health and safety training, briefings and presentations to enable the Council to ensure that managers and workers have the necessary competency to fulfil their health and safety responsibilities.</p> <p>Consult with and coordinate activities, as necessary, with other members of the Health and Safety Team to ensure that Service users are competently supported and advised and that services are provided in a timely manner.</p> <p>Create, develop and maintain effective working relationships with other Services in order to assist them in the promotion and application of Health and Safety requirements within their working environments.</p> <p>Monitoring Compliance Monitor and review health and safety performance through investigation of incidents, near misses and dangerous occurrences (including schools)</p> <p>Maintain the Council's incident database and ensure that incidents requiring reporting to the Health and Safety Executive are done so in a timely fashion</p> <p>Report significant findings from monitoring activities to the Occupational Health and Safety Manager and relevant members of the Health and Safety Team so that matters requiring remedial actions can be identified and implemented.</p> <p>Administrative Tasks Periodically provide administrative support to the Health and safety team as directed by the Health and Safety Manager.</p> <p>Provide cover for the Technical Safety (Premises and Security) Officer as directed by the Health and Safety Manager.</p>	
2.	<p>Maintaining Professional Competence Maintain competences so that knowledge of health and safety management, systems and workplace environments remains suitable and sufficient for the provision of effective and timely advice and guidance.</p>	5

	Identify and research best practice and legal requirements to ensure that professional knowledge is developed.	
3.	<p>Performance Management</p> <p>Support the Health and Safety Team to measure health and safety performance throughout the organisation by collating, recording, processing and presenting data in accordance with statutory (e.g. Trades Union Consultative Groups) and service requirements (e.g. for presentation at Strategic and Service Health and Safety Coordinating Groups and relevant sub-groups).</p> <p>Assist the Health and Safety Team to review and to monitor the implementation of Service Health and Safety Action Plans and advise relevant Service Health and Safety Coordinators so that relevant actions can be put in place to achieve the delivery of those plans.</p>	10
4.	<p>Incident Investigation</p> <p>Monitor and review reports of incidents, occupational diseases, dangerous occurrences and “near misses” so that appropriate investigations may be carried out and, in appropriate circumstances, the relevant enforcing authorities can be notified. Where necessary, this will involve liaison with other members of the Health and Safety Team.</p>	20
5.	<p>Partnership</p> <p>Work collaboratively with other teams and services located within People, Policy and Law to identify and address areas of common concern / interest. (e.g. in web site development, shared training, cover for HERBPS colleagues as directed / requested by the Health and Safety Manager and / or HeRBPS Head of Service).</p> <p>Identify and/or develop relationships with key stakeholders or partners, e.g. Insurance section and Emergency Planning Section, in the interests of furthering and promoting the business of the team and the Council’s approach to health and safety management.</p>	5
6.	<p>Project Management</p> <p>Assist in the delivery of appropriate health and safety projects as directed by the Health and Safety Manager according to agreed parameters, adhering to corporate project management methodologies, standards and procedures.</p>	5