

STREET SERVICES HEALTH, SAFETY & WELLBEING ADVISOR

Role Profile



Title	Health, Safety and Wellbeing Advisor, Street Services and Waste	
Grade	GRADE H	
Reference:	N762	
Reports to:	Head of Highways	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	To provide Competent advice and support to Street Services, The Farm and Mount Edgcumbe to ensure legal compliance with all relevant legislation and guidance. To ensure that the named services Health, Safety and Wellbeing (HSW) Management System is up to date and complies with the requirements of the Plymouth City Council HSW Policy, and is focused on the key risk areas within the afore named services. Drives and leads on continuous improvement in health, safety and wellbeing performance. Supports the introduction and maintenance of a culture focussed on continuous improvement and working safely without intolerable risk to the health of the Services personnel.	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Provides operational advice and support to ensure that the named services management system is legally compliant and adheres to the requirements of the Corporate HSW Policy (30%) ▪ Informs and supports a positive HSW culture within the Service (15%) ▪ Ensures that the competency of the afore named services personnel in relation to HSW is commensurate with the risks faced within the Services (25%) ▪ The performance in relation to both reactive and pro-active metrics demonstrate a continuing performance improvement trend (15%) ▪ Ensures all incidents and accidents are investigated thoroughly and proportionate to the risk and 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Dynamic HSW management system in place that supports the Service’s understanding of HSW compliance and risk management ▪ Action plans are delivered to manage specific risks and the risk profile to as low as reasonably practicable ▪ Produce thematic analysis of reactive and proactive statistics to demonstrate continuous improvement and make recommendations to address improvement opportunities ▪ A HSW competency framework and training plan is in place and personnel are trained and assessed in accordance with the schedule ▪ Incident investigations within the afore named services meet the qualitative standards required and learning is transferred into

	<p>learning from investigations is communicated effectively and embedded within the Directorate and the wider Council, where relevant, undertaking level 3-4 investigations as appropriate (15%)</p>	<p>improved control measures and implemented within them</p> <ul style="list-style-type: none"> ▪ The Services are viewed as an exemplar in relation to its management of, and performance for, Health, Safety and Wellbeing
Key activities	<ul style="list-style-type: none"> ▪ Carry out site and task inspections to verify that risk control systems are being implemented and are effective and support delivery of remedial actions required (10%) ▪ Identify hazards relating to corporate property and escalate to FM (5%) ▪ Supports the Services in conducting investigations and ensures that immediate, root and underlying causes are identified (10%) ▪ Ensures that recommendations from incident and accident investigations are communicated effectively and implementation is monitored (5%) ▪ Informs and advises Services in the formulation of a dynamic risk profile supports a reduction in risk in accordance with the risk control processes (10%) ▪ Where required, uses the HSW risk escalation process to ensure that senior staff within the Service are aware of significant risks requiring intervention to reduce to tolerable levels (5%) ▪ Work in close collaboration with HSW Project Manager(s) and other HSW Co-coordinators across the Services to improve HSW performance and have a systematic approach to introducing, implementing and monitoring best practice (10%) ▪ Contributes to and supports colleagues to produce documented management systems compliant with the Corporate Health, Safety and Wellbeing Policy and Performance Standards (10%) ▪ Establishes Services based HSW governance regime and ensures that employees from all levels are involved in the ongoing drive to raise performance and reduce accidents and incidences of adverse health impacts (10%) ▪ Designs, implements and rolls out a behavioural safety programme suitable for the Services in collaboration with colleagues and the Corporate HSW Assurance Team (5%) ▪ In collaboration with L&D department undertake staff training and raise the competency levels within the Service so they are commensurate with the hazards and risks that Place personnel are exposed to (15%) ▪ Carry out other duties appropriate to the grade of the post (5%) 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ NEBOSH or Post Grad Diploma in Health and Safety or equivalent experience at degree level ▪ Professional registration at CMIOSH or at Graduate level working toward Chartered status ▪ Health and Safety Professional with proven experience in a similar role ideally within a Local Authority 	

	<ul style="list-style-type: none"> ▪ Strong technical knowledge across relevant health and safety legislation, compliance and regulations ▪ Knowledge of a wide variety of risk assessments associated with all the key hazard groups - physical, substances, biological, psychological and ergonomic
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Experience in Street Scene and Waste ▪ Supplementary Health and Safety accreditation or qualifications in the control of physical hazards such as noise, vibration, COSHH, DSE, incident investigation PUWER and LOLER etc... ▪ A recognised auditing qualification or extensive experience of conducting HSW audits to a HSW Management System standard ▪ Waste management knowledge with a WAMITAB qualification ▪ A teaching and/or training qualification ▪ Mental Health First Aider and/or experience with the implementation of wellbeing initiatives and programmes
Essential experience	<ul style="list-style-type: none"> ▪ Experience of assessing and managing health and safety risk and developing and implementing health and safety policies, procedures, guidance and plans, with the ability to consider the wider impacts to enable the achievement of objectives. ▪ Implementation and ongoing maintenance of Health and Safety management systems to a recognised standard such as HSG65, BS OHSAS 18001 and ISO 45001 ▪ Experienced in incident investigations with the and ability to identify causal factors ▪ Supporting a learning culture that helps staff develop and support the drive to improve performance with experience of delivering training to senior as well as operative level employees ▪ Working flexibly and managing conflicting demands and priorities ▪ Experienced and capable to use a variety of office software
Desirable experience	<ul style="list-style-type: none"> ▪ Experience in environmental management associated with waste and management ▪ Working in a political environment ▪ Management experience ▪ Programme and/or project management knowledge and experience
Essential skills	<ul style="list-style-type: none"> ▪ Ability to influence and modify behaviours through the use of a variety of strategies ▪ Effective communicator at all levels of an organisation in a variety of mediums ▪ Able to demonstrate a capability to effectively work alone as well as in a team environment to achieve desired outcomes ▪ Creative with an ability to innovate in finding solutions to problems and challenges

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| | <ul style="list-style-type: none"> ▪ Analytical skills with the ability to interpret data and turn this into understandable and relevant management information ▪ Commercial acumen with the ability to use financial data to support initiatives and programme improvements ▪ Operates with integrity and discretion ▪ Has respect for all colleagues and others |
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Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.