

## JOB DESCRIPTION

<b>Post Title: Health &amp; Safety Officer (Temporary)</b> <i>Initially on a 15 Month Contract (May become permanent)</i>	
<b>Department:</b> Health and Safety	<b>Post No:</b> TBC
<b>Division/Section:</b> Corporate Core	<b>Post Grade:</b> Grade 11
<b>Location:</b> Bradley Fold – and any other Council location as required / Agile Worker	
<b>Special Conditions of Service:</b> <ul style="list-style-type: none"> <li>Responsible for services delivered from various locations across the Borough, including external mobile work locations.</li> <li>Extended flexitime scheme in operation</li> <li>The post holder will be required to work flexibly, including occasional evenings/weekends to meet service needs in accordance with the exigencies of the service, which could reasonably include service responses to emergencies.</li> <li>Ability to be able to travel inside and outside the Borough (expenses payable in line with Council policy).</li> <li>Participation in emergency response and major incident arrangements as required.</li> <li>To attend occasional evening meetings in accordance with service requirements.</li> </ul>	
<b>Purpose and Objectives of Post:</b> <ul style="list-style-type: none"> <li>Support the Council’s Health &amp; Safety Manager.</li> <li>Provide competent health &amp; safety support and advice to the Council’s Services and Departments, but primarily supporting the ‘Place Department’.</li> <li>To deliver training to ensure capable and competent health and safety practice is mainstreamed by managers and their teams.</li> <li>Promote a proactive health &amp; safety culture across teams and encourage a positive, enabling culture across the organisation.</li> <li>Develop, implement and maintain effective policies, procedures, risk assessments and safe systems of work, where necessary aligned with other Council policies.</li> <li>Plan, deliver and evaluate training, briefings and toolbox talks to build capability.</li> <li>Primarily support our teams in; Highways, Waste Teams, Cleansing, Parks, Fleet, Stores, but also alongside supporting other functions and compliance projects, including monitoring contractors.</li> </ul>	
<b>Accountable to:</b> Health & Safety Manager	
<b>Immediately Responsible to:</b> Health & Safety Manager, Corporate Core	
<b>Immediately Responsible for:</b> None	

## **Relationships (Internal and External):**

### **Internal:**

- Other Health and Safety Team Members
- Department Managers, Staff, Business Partners & client departments.
- Representatives of Client Departments
- Other Council departments & employees.
- Councilors and Members.

### **External:**

- Contractors and suppliers
- GMCA organisations.
- Regulatory body's; Health & Safety Executive; Greater Manchester Fire and Rescue Service.
- Members of the public and partner agencies.

**Success Measures:** Staff and Public affected by our activities are kept safe, and in particular 'Place Department' Services comply with all applicable health & safety and building safety legislation and standards. Other Health and Safety Team KPI's and tracked objectives are met.

### **Key Duties and Responsibilities:**

- Provide timely advice & guidance verbally and in writing on health & safety matters primarily across the 'Place' Department but support other departments when required; prepare concise written guidance where required.
- Support the development, implementation and periodic review of health & safety policies, procedures and guidance ensuring effective communication and version control.
- Ensure that risk assessments are in place for Place Department activities and that control measures are understood, implemented and monitored
- Support compliance and contractor management, including audits of external contractors.
- Plan and undertake risk-based audits, inspections and thematic reviews; analyse findings and produce action plans, tracking completion to verify effectiveness.
- Visit work locations when required in order to check that appropriate standards are adopted and implemented.
- Investigate accidents, incidents, dangerous occurrences and cases of work-related ill-health (including RIDDOR) to identify root causes and preventative measures.
- Develop and assist in delivering training, briefings and safety talks/briefings to internal teams as well as to contractors; evaluate the effectiveness of training.
- Use corporate systems to record events, data and statutory reports; coordinate responses to FOI requests relating to health & safety.
- Prepare management information, dashboards and reports for senior managers and committees, present findings and recommendations.
- Contribute to the development of both the teams and your own priorities and work plan, regularly monitoring and reporting on progress. Responsible for delivery of own workplan.
- Assist in H&S communications, including intranet/SharePoint, safety alerts, etc.
- Promote continuous improvement and a proportionate, enabling approach to risk management and resident safety.
- Support other areas of the organisation as required or directed from time to time.
- Provide regular updates to H&S Manager & Senior Managers on health and safety risks, concerns, opportunities and wins.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with equality-related policies/procedures and treat others with fairness & respect.
- Responsible for Employees' Duties as specified with the Corporate and Departmental Health and Safety Policies.
- Lead by example, upholding the Council's LET'S DO IT behaviours and values at all times.

### Qualities required of the postholder

- Preferably a Level 5 qualification in Health and Safety or working towards this level. Consideration will be given to relevant experience.
- Experience in a local authority or similar would be desirable.
- Knowledge of waste services, highways, cleansing, parks & ground maintenance, fleet and similar works would be beneficial.
- Good knowledge of building compliance and current legislation applicable to local authorities.
- Ability to organise and prioritise workload to meet deadlines; able to work both independently and as part of a team
- Solution-focused, customer-oriented, collaborative and results driven.
- A recognised H&S professional, with good working knowledge for other areas of responsibility.
- Excellent computer skills including experience in the use of Microsoft Office functionality (Word, Excel, PowerPoint, Teams, SharePoint) and inputting/exporting data from systems.
- Uses professional expertise and communication skills to resolve conflicts.
- Ability to train, coach, and mentor staff to improve service quality and staff development.
- Contribute constructively to the objectives of the Place Department and wider Council H&S objectives.
- Willing to undertake ongoing CPD and role-related training
- Promote the services, aims and image of the Department, local authority and community including organising and participating in exhibitions, campaigns, and presentations.
- Committed to diversity and inclusion.

Job Description Prepared by:	Mark Redding H&S Manager, Bury Council
Date:	20/01/2025
Signed:	