

**Senior Health & Safety Adviser**

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Senior Health & Safety Adviser  | **Date:** | August 2025 |
| **Reporting Line:** | Health & Safety Manager  | **Salary:** | Grade 8  |
| **Team:** | Health, Safety & Fitness  | **Business Area:** | GMFRS – Service Support |

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| JOB PURPOSE |
| To provide professional health and safety related support and organisational assurance on all matters relating to health and safety. The role will assist both the Fire Service and the wider Greater Manchester Combined Authority with achieving their health & safety organisational priorities, and health and safety ambition, through effective implementation of their corporate health and safety requirements and the development of a recognised health and safety management framework such as ISO45001. |

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| Key Working Relationships |
| * Liaising with internal and external customer groups and strategic partners including local authorities, other fire and rescue services, NFCC.
* Managers and staff within GMCA, Waste, Health and Social Care Partnership and TfGM.
* Operational Fire Managers and colleagues
* Trade Union Representatives
* GMCA and GMFRS staff
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| **KEY RESPONSIBILITIES**  |
| * Support the Health and Safety Manager with delivering a professional service, which complies with legal requirements and any identified corporate governance.
* Working as a chartered safety practitioner, provide highly technical, advanced theoretical knowledge, practical and procedural knowledge or policies and procedures across a multi-disciplinary organisation and functional team managers at all levels. This will require you to maintain an up-to-date knowledge of relevant health and safety legislation, with the skill to apply legislative requirements in a proportionate, risk managed and user friendly way across a multi-disciplinary organisation.
* Deliver initiatives and interventions that improve the health, safety and wellbeing of its workforce, to support delivery against the occupational health and safety agenda. This will require an understanding of the impacts of the working environment along with standards required to comply with statutory requirements of managing related impacts.
* Analyse and interpret complex information in the form of both numerical and technical data ie accident and ill health statistics, noise monitoring data, interpreting legislation into policy etc in order to mitigate risk and positively influence performance management.
* Assist with the development and maintenance of and health and safety management system in line with recognised standards such as ISO 45001. Examples of activities will include researching legislation, industry standards, best practice, developing internal technical policies applicable to multi-disciplinary functions, engaging with the wider organisation through consultation. All documentation will need to support our corporate EDI objectives, and be accessible and inclusive for a diverse workforce.
* Develop frameworks from scratch, involving researching legislation, interpretating the requirements in an ‘easy to understand’ format, and be able to coach and teach colleagues on how it can be proportionately manged within the organisation. Including applying requirements to a high-risk sector (Fire Service) with clear recommendations for control measures.
* Assist the organisation with developing a positive learning culture by taking ownership of relevant investigation reports and subsequent improvements whilst collaborating and working closely with operational colleagues
* Undertake inspections, audits and provide reports to senior managers on the findings, with recommendations, and monitoring that the outcomes have been implemented. This will include the design of thematic inspections, audits and templates based on evaluation of data and performance information.
* Coach, influence and provide, effective feedback and advice in environments that may be challenging or contentious. Including using developed influencing skills to persuade colleagues who may not be open to ideas.
* Contribute to, and lead on projects to support best practice and compliance with health and safety legislation, including providing appropriate management information, briefing papers and statistical reports.
* Work in partnership with colleagues across all GMCA functions, to identify training requirements, and assist in the design, development and delivery of health and safety training.
* Oversee the day to management of the service’s accident reporting system/to evaluate accident reports and investigation findings, analyse accident trends and develop, implement and review risk management and accident prevention initiatives to promote occupational health, safety and welfare in the workplace.
* Develop and maintain effective working relationships with internal and external organisations to improve occupational health, safety and welfare standards; whilst maintaining an understanding of organisational priorities.
* You will be required to teach and coach, mentor less experienced team members on all areas relating to the role.
* Provide advice and resolve enquiries via various means of communication, both verbal and in writing, on health and safety matters where the recommendation requires an element of discretion over the interpretation of policies and procedures.
* Have oversight of the Employers Liability Claims EL/PL claims on behalf of GMCA and GMFRS.
* Support GMCA colleagues with reasonable adjustments in relation to disabilities that impact the safety, health or wellbeing of colleagues whilst in work, which may involve purchasing equipment through internal budget management systems.
* Provide resilience to the fitness advisers with delivering fitness assessments and treadmill tests.
* Carry out functional hearing assessments.
* Demonstrate a professional approach to service delivery, including taking an active part in appropriate training, team meetings, 1:1’s and appraisals as requested by the Line Manager.
* Ensure all activities support an inclusive and high performing culture.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience** **Essential** * Educated to a minimum Diploma Level 6 or Degree in Occupational Health and Safety or equivalent qualification.
* Chartered Health & Safety Practitioner with up-to-date membership and evidence of CPD (or working towards completion).
* Significant experience of providing technical health and safety advice in a practical user-friendly manner to senior colleagues to assist with risk analysis and risk mitigation.
* Being able to manage your own workloads whilst operating in a dynamic environment, delivering multiple tasks, with regularly changing circumstances.
* Experienced in writing and implementing health and safety management systems in multi-functional organisations that are bespoke and relevant to the organisation.
* Experienced in reviewing legislation and advising on its impact across a multifunctional organisation.
* Developing and delivering H&S related training courses in a innovating and user friendly manner.
* Experienced in conducting accident investigations and reviewing accident statistics to identify pro-active interventions.
* Experience of delivering medium sized projects through to completion.
* Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate).

**Desirable*** Holds a recognised train the trainer qualification with a dynamic and engaging approach to training delivery.
* Experienced in managing projects from inception through to completion.
* Coaching qualification
* ISO 45001/OHSAS 18001 Lead or internal auditor qualification
* Experienced in writing and implementing OHSAS 18001 Management Systems in multi-functional organisations.
* Experienced in developing and coaching less experienced safety practitioners, or people embarking on a new profession as a safety practitioner

**Skills & Behaviours** **Essential** * **Communication Skills:** Well developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key objectives whilst retaining a positive attitude and relationship. Ability to manage difficult and sensitive situations in a diplomatic and professional manner.
* **Relationships and collaborative working:** Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication, with the ability to establish effective networks and partnerships
* **IT Skills:** Proficient IT skills using Microsoft office packages including the ability to produce and manipulate data for multiple reporting purposes.
* **Initiative:** Must have a proven track record in being self-motivated, able to plan, prioritise and organise workloads effectively and accurately in order to deliver consistently to tight deadlines in a highly pressurised environment. Must be able to work concentrate for long periods of time on data and information.
* **Equality Diversity Inclusion:** Demonstrates the values and behaviours that support inclusivity within the organisation.
* Requirement to travel outside the county to attend meetings etc. when required may include overnight stay.
* Occasional requirement to attend residential training courses.
* To be willing to work flexibly as occasional evening and weekend working may be required.
* Willingness and ability to travel across the county as required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate).
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background