

Role profile – Senior Safety Adviser

- **Location:** Number One Riverside, Smith Street, Rochdale, OL16 1XU
- **Salary:** Grade 8 - £42,123 to £48,738 (pro-rata 0.8 FTE)
- **Hours:** Part time - 29 hours 36 minutes per week
- **Annual Leave:** Minimum 26 days + bank holidays, increases with service (pro-rata 0.8 FTE)
- **Benefits:**
 - Flexible working hours
 - Professional fees paid
 - Workplace wellbeing initiatives
 - Generous pension scheme
 - Staff groups – gardening, menopause café, crafting, etc.
 - Discounted gym membership
 - Access to an occupational credit union

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- Support to thrive and develop your career, including support to work towards relevant qualifications
- Progression opportunities
- Culture of learning & development
- Wellbeing support
- Multi-award winning, modern and stylish offices
- Located at the heart of Riverside surrounded by shops, cafes, bars & leisure facilities
- Excellent public transport links on the doorstep

Overview - duties

Provide practical and creative solutions to enhance and improve health and safety standards across the Council. Duties include:

- Advising managers and head teachers on compliance with health and safety legislation;
- Develop and implement health and safety procedures with managers;
- Conduct audits providing reports with recommendation for improvement;
- Manage accident and incident data, investigate and produce reports and statistics.

Purpose - objectives

As a fully qualified health and safety practitioner, you will provide professional, competent health and safety advice to support Services and Schools throughout the Council. You will ensure compliance against current legislation and Council policy and promote a positive health and safety culture.

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Person specification



Assessed via Application Form

Skills, Experience & Knowledge

1. You must be qualified to NEBOSH National Diploma in Occupational Health & Safety Management (or equivalent).

2. You must be a member of the Institution of Occupational Safety and Health (IOSH) (or willing to work towards) and have extensive experience in health and safety.

3. A very high standard of written & spoken English, the ability to write reports on technical or complex matters and to be able to translate such material into plain English. Experience in writing policy, guidance, safety procedures, instructions, etc.

4. Experience of assessing risk in unusual or complex cases, using a range risk assessment management, and guiding managers accordingly.

5. An understanding of the main health and safety legislation as well as issues relevant to a local authority and its partner organisations.

6. Experience of monitoring health and safety standards by auditing, inspections, reviews, etc.

7. Excellent communication skills and ability to liaise with people at all levels. Strong customer service ethic with good telephone manner and awareness of business etiquette is essential.

8. You will need to attend different sites across the borough and physical ability is required to carry out inspections/investigations, including to carry and operate monitoring or recording equipment, or use tools for adjusting workstations or calibrating equipment. Please confirm you are willing and able to do this.

Value

Pioneering, Passionate & Proud

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Please demonstrate by example of a project where you have been pioneering in your approach to health and safety.

Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience	How assessed (A, I, P Assessment, Interview, Presentation)
1. Be passionate about health and safety and be able to promote it in a positive and easy to understand way.	Interview, presentation
2. Be able to plan, prioritise and manage your own workload following a pre-determined work plan.	Interview
3. Have problem-solving skills to effectively identify issues, then provide managers with pragmatic solutions.	Assessment, presentation
4. Have the ability to confidently deliver training courses in an engaging and effective manner keeping participants with different learning styles eager to learn.	Presentation
5. Have experience of working in a large organisation dealing with diverse health and safety issues, including experience of investigating accidents, incidents or complaints, analysing causes, and reporting on action required, taking into account legal implications.	Interview
Knowledge	How assessed (A, I, P Assessment, Interview, Presentation)
Be qualified to NEBOSH National Diploma in Occupational Health & Safety Management (or equivalent), or willing to work towards it.	Evidence of qualification to be provided at interview.
Be a member of the Institution of Occupational Safety and Health, or working towards it.	Evidence of membership to be provided at interview.