

## Role profile – Senior Safety Adviser

- **Location:** Number One Riverside, Smith Street, Rochdale, OL16 1XU
- **Salary:** Grade 8 - £40,777-£47,181 (pro rata)
- **Hours:** Part time - 27 hours per week
- **Annual Leave:** Minimum 18 days + bank holidays, increases with service
- **Benefits:**
  - Flexible working hours
  - Professional fees paid
  - Workplace wellbeing initiatives
  - Generous pension scheme
  - Staff groups – gardening, crafting, networking groups etc.
  - Access to an occupational credit union

## 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.

## Succeed at Rochdale

- 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

## 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.

Succeed  
at Rochdale

## Person specification



## Assessed via CV + covering letter

### Skills, Experience & Knowledge

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

2. You must be a chartered member of the Institution of Occupational Safety and Health (IOSH) (or have three years relevant post-graduate experience and evidence of CPD).

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, and of using a range of 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 organizations.

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 ability 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

Succeed

at Rochdale

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.

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).

Evidence of qualification to be provided at interview.

Be a member of the Institution of Occupational Safety and Health.

Evidence of membership to be provided at interview.