**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Health & Safety Advisor |
| **Job Reference** | 20151 |
| **Grade and Salary** | 5 - £34,434 per annum (pro rata for part time*)*This role includes performance related pay progression |
| **Service and Team** | Suffolk Fire & Rescue Service – Health, Safety & wellbeing |
| **Location** | Endeavour House, Ipswich, IP1 2BX - Hybrid |
| **Hours per week** | 37  |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working compressed hours (eg a nine-day fortnight)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To support the development, implementation, and continuous improvement of health and safety policies, procedures, and practices across Suffolk Fire and Rescue Service (SFRS). The Health and Safety Advisor will provide expert advice and guidance to ensure compliance with legislation, promote a positive safety culture, and help reduce risk to operational staff, support teams, and members of the public.

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| **About the team**  |

The Health and Safety Team at Suffolk Fire and Rescue Service plays a vital role in protecting the wellbeing of our operational crews, support staff, and the communities we serve. As a proactive and forward-thinking team that works at the heart of the organisation, driving a strong safety culture and embedding best practice across all areas, from incident response and training environments to offices and workshops.

Working closely with firefighters, senior leaders, and external partners, the team provides expert advice, delivers practical solutions, and ensures compliance with evolving legislation and national standards. With a strong focus on continuous improvement and learning, the Health and Safety Team is instrumental in helping the Service operate safely, effectively, and with confidence in high-risk, fast-moving environments.

You will report to the Health, Safety & wellbeing manager.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Provide specialist health and safety advice and support across SFRS, including operational fire stations, training facilities, and headquarters.
* Assist in the development, implementation, and review of the SFRS Health and Safety Management System in line with legal obligations and best practice (e.g. HSG65, ISO 45001).
* Monitor compliance with health and safety legislation, including the Health and Safety at Work etc. Act 1974, RIDDOR, COSHH, and fire-specific regulations.
* Conduct and support incident investigations, ensuring learning outcomes are identified, documented, and acted upon.
* Undertake health and safety inspections, audits, and risk assessments across operational and non-operational areas.
* Support operational crews in dynamic risk assessment practices and operational debriefs from a health and safety perspective.
* Deliver health and safety training and briefings to personnel across the service.
* Contribute to the preparation of reports, statistics, and performance data for internal and external stakeholders.
* Liaise with regulatory bodies such as the Health and Safety Executive (HSE) and ensure appropriate responses to enforcement notices or improvement plans.
* Promote a culture of continuous improvement and proactive risk management within the organisation.
* To represent SFRS at meetings, events relating to Health & safety, ensuring best practice is highlighted.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

* NEBOSH National General Certificate in Occupational Health and Safety or Level 3 equivalent.
* Evidence of continuing professional development.
* Full, valid UK driving licence.

**Values and personal qualities**

* Demonstrates a passion for making a positive difference for Suffolk.
* Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
* A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
* Strives to continuously improve in everything they do, taking the initiative to learn and develop.
* Brings creativity into their work through innovation and openness to change.
* Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

**Knowledge & Skills**

* Sound knowledge of UK health and safety legislation and relevant codes of practice.
* Strong interpersonal and communication skills, both written and verbal.
* Ability to analyse data and present findings in a clear and concise manner.
* Strong organisational and planning skills; ability to prioritise effectively.
* Confident using MS Office and digital health and safety management systems.

**Experience**

* Proven experience in a health and safety advisory role, preferably within emergency services, public sector, or high-risk industries.
* Experience of undertaking and documenting risk assessments and incident investigations.
* Experience working with and advising a range of stakeholders on health and safety matters.

**Additional requirements**

**It would also be desirable to have**

* Familiarity with operational firefighting risks and procedures.
* NEBOSH National Diploma in Occupational Health and Safety or equivalent Level 6 qualification
* Chartered Membership of IOSH (TechIOSH) or working towards
* Accident and Incident Investigation qualification
* Manual Handling Assessor qualification
* Display Screen Equipment (DSE) Assessor qualification
* Control of Substances Hazardous to Health (COSHH) Assessor qualification
* Emergency Services or Fire and Rescue-specific health and safety training, such as Incident Command Safety or Dynamic Risk Assessment courses
* Project Management qualification, such as PRINCE2 Foundation.

Top of Form

Bottom of Form

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

Due to the nature of this role, you will require a driving licence and access to personal transport.

**SFRS do have a fleet of pool cars which may be available to you, following assessment and availability.**

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **Our Core Code of Ethics** |



At Suffolk Fire and Rescue Service, the Core Code helps every member to act in the right way in our service to the public and towards each other. The Core Code applies to everything we do. It will help us to continue to do our jobs professionally and to the best of our ability.

Visit the [**NFCC Core Code of Ethics page**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/) for more information.

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.