**Job Description**

**Main Purpose of Job:**

To be a designated Competent Person with regard to health and safety matters at East Suffolk Services Ltd (ESSL). To provide professional advice, guidance, support and training in matters relating to health and safety in respect of the ESSL employees, activities and workplaces and to monitor the compliance with health and safety requirements.

To assist with the development of policies, procedures and working practices that satisfy the legal duties placed on East Suffolk Services relating to occupational health and safety.

Provide support to the ESSL Health and Safety Manager in relation to Health and Safety requirements, specific projects across the organisation and the delivery of the ESSL Health and Safety Strategy 2024-26.

**Key Responsibilities:**

1. To assist the Health and Safety Manager in the development and implementation of strategies to support ESSLs objectives, ensuring the incorporation of new guidance, legislation and statutory requirements in relation to occupational health and safety matters.
2. To champion and promote, Health and Safety throughout ESSL by highlighting areas of good practice to ensure a safe working environment exists for staff and visitors.
3. Responsible for reporting on policy changes, new legal requirements, or guidance for duty holders and on health and safety performance.
4. To attend regular meetings with operational staff and their managers, ensuring all Health and Safety matters are given required consideration and if necessary, escalation to senior managers.
5. Support the development and review of health and safety policies, safe systems of work, procedures, risk assessments, method statements and guidance in order to advise ESSL on complying with its duties under health and safety legislation and to reduce the likelihood of criminal prosecutions being brought against ESSL.
6. In accordance with ESSL’s ISO certifications and ESSL audit plan, undertake inspections and audits of premises, plant, equipment, working arrangements and relevant databases to ascertain the effectiveness of ESSL health and safety policies and to encourage a positive approach to health, safety and welfare matters.
7. Regularly provide advice and guidance on all aspects of health, safety and welfare to assist management, employees and their representatives to meet their duties under health and safety legislation and occasionally provide immediate advice in emergency situations.
8. Work with the third parties to ensure that the risks to ESSL staff and visitors working in shared workplaces have been controlled so far as is reasonably practicable and that ESSL activities do not pose an unacceptable risk to others.
9. Investigate employee complaints about health and safety standards and where required, attend the site/scene of incidents or near misses that have occurred and conduct the required level investigation.
10. Review all reported incidents of injury, diseases and dangerous occurrences and support managers to investigate the causes and prevent recurrence. Including the determination of appropriate controls and where required, review of Safe Systems of Work and any associated polices/procedures.
11. Liaise with the Health and Safety Executive during interventions and investigations.
12. Advise managers on health and safety training requirements. Responsible for assessing and the delivery of formal training and briefings on relevant health and safety issues and for supporting Health and Safety Champions within service areas.
13. Responsible for maintaining and analysing appropriate incident statistics with the intention of identifying any adverse trends and producing regular statistical reports.
14. To maintain Continuous Professional Development, in line with current health and safety legislation identify and report on any changes that may impact ESSL operations.
15. To promote and adhere to the ESSL core values and behaviours.

**Line Manager: Health and Safety Manager**

**Responsible for: N/A**

**Political Restriction:**

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (**November 2024**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Extensive health and safety knowledge and experience.
* Previous experience in highlighting areas of poor health and safety performance and providing advice on safe working practices.
* Experience of developing and implementing policies and procedures.
* Practical experience of common hazards and controls in the building maintenance and landlord services environment.
* Developing Safe Systems of Work including Risk Assessments and Method Statements.
* Completing complex incident investigations.
 | * Understanding and Experience of Transformational Change.
* Experience of working in a multi-disciplinary working environment, with a variety of services which requires good understanding of how they operate.
* Experience of delivering health and safety training in classroom and as practical toolbox talks.
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| **Skills and Abilities:** | * The ability to prioritise work and forward plan to meet deadlines.
* Clear, logical and precise written and oral communication skills, with the ability to listen to and influence others.
* The ability to work positively and effectively with colleagues.
* Ability to work on own initiative without supervision.
* The ability to remain objective when dealing with highly emotional situations. Maintain confidentiality when handling sensitive data (health, criminal convictions etc.)
* The ability to assimilate and understand issue quickly in emergency situations.
* The ability to understand complex legislation and translate into everyday language.
* The ability to apply reasonably practicable solutions.
* Health and safety investigating

skills.* Attention to detail across all aspects of work.
 | * Experience of audit.
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| **Education and Training** | * NEBOSH General Certificate (or industry equivalent).
* Demonstrable experience in the areas covered within the JD.
 | * NEBOSH Diploma (level 6) or Industry Equivalent.
* Member of IOSH and eligible for Chartered IOSH status.
* Other safety related qualifications.
* First Aid at Work.
* Leadership / Management Qualification.
* Training Qualification.
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| **Other Requirements** | * Ability to travel to attend business meetings at other offices/locations within the district on a regular basis.
* Necessary to work within data protection and confidentiality requirements.
* A commitment to own development and to supporting training and development initiatives.
* Flexible and willing to work outside of normal working hours.
* Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis (and further afield occasionally).
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