

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Health and Safety Adviser	Current Grade:	B002 (revised grade)
Department:	People and Culture	Area:	Various
Reports To:	Senior H&S Advisor	No of Posts:	xxxx
Level of vetting:			

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

- Provide professional Health, Safety and Fire advice and guidance to mitigate risk and reduce incidents.
- Work closely with Estates, Fleet, Uniform, Events Planning, People & Culture and other colleagues to ensure that issued equipment, estates and risk assessment is fit for purpose, meets required H&S legislation and complies with necessary H&S legislation.
- Conduct H&S audits to provide assurance of legal compliance with Health, Safety and Fire regulations and hold managers to account for implementing recommendations.
- Investigate when incidents happen with regulatory authority oversight as required (ORR, HSE and RAIB) to identify what happened, why and lessons learned
- Proactively promote a positive health and safety culture which encourages employees to take ownership of health and safety.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Responsible for providing professional health and safety assurance and guidance to 5200 employees in BTP and BTPA and c.148 premises in England, Scotland and Wales.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Provide professional Health, Safety and Fire advice and guidance to mitigate risk and reduce incidents, including for: accident/incident investigations, regulatory inspections, stress management, safety training, trauma support, hazard identification and assessment etc.
- Conduct independent H&S audits to provide assurance of legal compliance with Health, Safety and Fire regulations and hold managers to account for implementing recommendations. These audits will include contractors on site and liaison with relevant organisations providing services to BTP
- Review method statements from contractors when required.
- Undertake and review fire risk assessment in line with PAS79 across a variety of BTP premises including custody.
- Work closely with the Chairs (Chief Superintendents) of the Divisional H&S Committees to ensure that Divisional H&S issues are identified, and risk is mitigated.
- Educate and hold to account managers on conducting risk assessments for operational events.
- Attend operational and event planning meetings as required and provide professional guidance and input on H&S risks to be considered and mitigated
- Conduct DSE assessments; offering advice tailored to individual requirements.
- Attend major incidents as required to provide on-site health and safety support and advice
- coaching subject matter experts on consideration of H&S risk and mitigation in policies, guidance and training.
- Amongst the H&S Advisers, own and update the policies for H&S including: DSE Workstation, Expectant Mothers, Return to Work, Stress as required.
- Review and advise on risk assessments for new buildings, premises and refurbishments.
- Undertake accident investigations or advise managers on how conduct them to identify the root cause(s) and to put forward recommendations to stop a reoccurrence.
- Liaise with the Legal Team regarding personal injury claims or when dealing with external bodies such as Solicitors that are progressing claims against BTP.
- Review H&S training provision against legislative requirements, best practice and competence when required. Deliver coaching and training sessions as required.
- Maintain up to date, accurate, H&S records in compliance with GDPR record keeping and information management requirements
- Produce H&S reports as required
- Maintain and develop own CPD for any professional memberships and to ensure that any updated legislation or regulatory advice is implemented.

E. DECISION MAKING:

- Influence decisions across all levels of seniority up to Chief Constable and BTPA CEO level to ensure that the highest standards of health and safety are met and maintained.
- Work in close collaboration with the Heads of Estates, Technology, Fleet, Commercial etc to ensure that H&S is a golden thread through all contracting and supplier management

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Internal stakeholders up to and including COG – as required for audit plan and quarterly H&S Committees

External

BTPA, emergency service partners, contractors, enforcement bodies e.g. ORR, RAIB, HSE, volunteers and TOC stakeholders as required.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications:

A recognised health and safety professional qualification (minimum NEBOSH certificate or equivalent in Occupational Health and Safety). To be working towards a NEBOSH Diploma or equivalent)

Technical member of IOSH or equivalent membership body

An approved, recognised certificate in Fire Safety and Fire Risk Assessments

Experience:

A successful track record of consistent achievement as a H&S professional in a large multi-disciplined operational organisation

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority

Experience in successfully challenging business or operational priorities where these conflict with legislation or would present a risk or threat to employee health and safety

Audit and inspection experience including interviewing senior managers and staff and closing out recommendations.

Experience in investigating accidents, including interviewing staff at all levels and collecting evidence in accordance with professional and legal standards.

Skills:

Professional, persuasive and influential; able to speak truth to power. Able to command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders and to build good relationships within team and wider People and Culture.

Strong influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations
Able to withstand pressure, working calmly, accurately and with sensitivity when under pressure but is resilient in maintaining own convictions where merited

Proficient in producing clear, legible concise and accurate records, letters and reports on H&S issues

Resilience as will be exposed to traumatic incidents.

Knowledge:

Good knowledge of Health, Safety and Fire legislation across England, Wales and Scotland and its practical application within a public service environment

Knowledge of building regulations for health & safety and fire technical standards.

Desired Criteria:

A good level of IT literacy and skills in the use of Word, Excel, PowerPoint, Project, Accident recording, DSE assessment and audit software tools.

ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

H. This role frequently deals with conflict, as many managers try to get H&S Advisors to do H&S for them and the Advisor will have to skilfully hold the manager to account.

The H&S Advisor may be exposed to traumatic assaults, injuries and major incidents where people may be injured or killed, but must conduct their work with respect, compassion and from an independent professional view.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

Rachael Etebar

Date: 22nd October 2019

HoD:

Evaluation Panel:

Date: