

JOB DESCRIPTION

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

A. POST DETAILS:

Job Title:	Health And Safety Adviser	Current Grade:	B001
Department:	Capabilities and Resources	Area:	FHQ – London
Reports To:	Head of Safety and Wellbeing	No of Posts:	1
Level of vetting:			

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

Proactively promote a positive health and safety environment. Provide Occupational Health and Safety and Fire advice to support all relevant Managers and employees to assist them in complying with their Occupational Health and Safety and Fire obligations in line with all relevant Health, Safety and Fire legislation and guidance.

To comply with BTP standards, objectives, guidelines, codes of practice and statutory requirements.

Carry out audits within BTP to check compliance for Health, Fire and Safety to ensure legal requirements are being met. To assist managers and staff undertake inspections, accident/incident investigations and risk assessments. This may include auditing external companies that interface with BTP.

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

c. 5000 employees and c. 140 premises

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

General

- Assist with Safety and Wellbeing Team meetings
- Assist in formulation of policy, strategy and procedural documents
- Assist support to Head of Safety and Wellbeing where appropriate
- Identify and communicate relevant changes in legislation or best practice to Safety and Wellbeing Team
- Monitor compliance with H&S KPIs across areas of responsibility and Safety and Wellbeing Team
- Assist with providing compliance reports to Head of Safety and Wellbeing

Team Working

Work with other members of the team.

H&S Advice

- Provide H&S advice to relevant Division/departments in accordance with the H&S Strategy, Plan and agree standards of work to ensure that BTP is appropriately advised on all health and safety matters to maintain compliance with legal requirements and Force policies and procedures
- Advise Line Management on matters such as legal and technical standards
- Monitor standards of Health, Safety and Fire

Operational Support

- Attend event planning and operations / events planning meetings to provide health and safety support and advice to ensure the safety of personnel
- Contribute and assist with the development of operational risk assessments and provide health and safety advice and support to enable effective risk assessments to be made
- Attend major incidents when required to provide on site health and safety support and advice
- Provide TRiM Manager support when required.
- Attend and support Divisional and other Health and Safety Meetings/fora.

Risk Assessments

- Assist in the review of risk assessments for new buildings, premises and refurbishments.
- Assist in the review of fire risk assessments for BTP premises.
- When required, review specific risk assessments for DSE Workstation, Expectant Mother's, Return to Work, Stress and other assessments as required. Give help in the undertaking of complex assessments, liaising with the Manager, Occupational Health and HR teams as appropriate.
- Review inspections and assist inspections conducted by Line Managers
- Carry out health and safety audits of all BTP premises, liaising with external bodies where required. Assist external bodies to undertake audits/inspections of BTP.
- Review audits, inspections and reports from external bodies and disseminate actions as required by an agreed process depending on the severity of the findings.
- Assist external bodies to undertake audits/inspections of BTP.

Accident / Incident / Near Miss / Assault Investigation Reporting and Trends

- Help to make sure all accidents/incidents have been investigated and closed out.
- Assist Managers undertake accident investigations where they need help.
- Undertake a stand alone accident investigation when required.
- Liaise with the Corporate Risk Team where there could be claims or when dealing with external bodies such as Solicitors that are progressing claims against BTP.

Training

- Assist with Providing and delivering fire warden and fire fighting equipment awareness training when required.
- Assist with reviewing H&S training against legislative requirements , best practice and competence when required.

Control of Contractors

- Review method statements from contractors when there is need or Managers/staff have asked for assistance.
- Help to carry out random audits on contractors working on BTP premises.

Team working

- Work collaboratively with members of the Division/Central Safety Committee and other BTP departments providing reports, advice and guidance so as to achieve the required results
- Work with all members of the Safety And Wellbeing Team.

Personal Development

- Maintain and develop own knowledge of BTP plans, operations and activities, H&S practices and developments and own personal skills within the framework of guidance and support provided by BTP.
- Maintain CPD for any professional memberships. E.g. IOSH
- Help colleagues with their CPD requirements.
- Identify areas where training needs are required and progress with Head of Safety and Wellbeing.

Records and Information Management

- Help to maintain up to date, accurate, written and computer records on all contacts, including maintaining adequate information systems on topics including civil and criminal law, health and safety management and technical advances. Manage information in compliance with BTP record keeping and information management practices and requirements

Reporting / Data Provision

- Assist with and produce reports as necessary to the Head of Safety and Wellbeing and Managers so they may report to senior management. Provide Head of Safety and Wellbeing with data for team meetings. Assist Seniors in completing their annual Area Safety documentation.
 - Work within the Data Protection Act.
- Service Improvement
- Assist in the observations and recommendations relating to BTP H&S service and practices to the Team and to the Head of Safety and Wellbeing so that BTP H&S can continuously improve its service and respond to the needs of BTP.
 - Give feedback when undertaking Audits or when on site of bad practices found so they can be stopped.

E. DECISION MAKING:

Make decisions

Significant say in decisions

Provide health and safety advice and guidance in respect of operational and non-operational matters to ensure the safety of personnel in compliance with Force policies and procedures and legislative requirements

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

Internal

Internal Stakeholders including Senior Leaders.

External

External Contractors and Stakeholders.

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

Essential Criteria:

Qualifications and Training:

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 are in 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 command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders

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

A challenging, dynamic and creative team player who is collaborative in their approach

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

Ability to relate impact of own role to wider organisational and departmental plans

Strong customer service orientation

Achievement orientation with a drive to deliver.

Able to identify their competence level so assistance can be asked for to increase that level.

Knowledge:

Good knowledge of UK Health, Safety and Fire legislation and its practical application within a public service environment

Good knowledge of civil law and key case decisions leading to legal precedents and compensatory claims

Knowledge of building regulations for Health, Safety and Fire technical standards.

Desired Criteria:

Qualifications and Training:

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

Experience:

Previous experience advising on Health and Safety, preferably from the police service

Skills:

Proven track record of working alone and in teams

Proven track record of high level reporting and communications

Proven track record of conflict resolution

Knowledge:

Knowledge of Health, Safety and Fire processes and procedures and their interaction within industry.

H. 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.*

The post holder will be required to travel within the UK as part of the role and overnight stays might be required.

I. AUTHORISATION DETAILS

Prepared By: Nisa Carey

Date: 10/02/2015

Area Commander Nisa Carey, Head of Safety and Wellbeing Team

/FHQ HoD:

Date: 10/02/2015