



## **THE ROLE**

### **Senior Health & Safety Advisor**

<b>Department:</b>	<b>Health &amp; Safety</b>
<b>Role Code:</b>	<b>HS02</b>
<b>Grade:</b>	<b>10</b>
<b>Responsible to:</b>	<b>Head of Health and Safety</b>
<b>Responsible for:</b>	<b>Health &amp; Safety Administrative Assistant Health &amp; Safety Advisors</b>
<b>Date Revised:</b>	<b>January 2019</b>

### **Job Purpose:**

To protect and save life, property and the environment by delivering a high quality, professional service managing the day to day activities of the Health & Safety (H&S) department to ensure that the Essex Police Fire and Crime Commissioner Fire and Rescue Authority, (the Authority) meets its statutory duties. Building relationships with colleagues across the service to support the delivery of the H&S strategy. Foster a “safety culture” and the highest possible standards of safety behaviour developed through education, training and awareness.

### **Main Duties and Responsibilities:**

1. Plan and develop the annual business plan, department strategy and annual report for review and authorisation by the Head of Health and Safety.
2. Management of the H&S Team and deputising for the Head of Health and Safety as required, including appraisal objective setting, work allocation and prioritisation.
3. Day to day management of accident/ safety event reporting systems. Highlighting risk critical incidents and having responsibility for reporting incidents to the Health & Safety Executive within specified timeframes. Oversee the production of H&S performance data and draft reports for the Head of Health and Safety.
4. Oversee the planning and management of the quarterly inspections for all Service property, collation of the reports to include risk prioritisation through to resolution by liaising with other departments. Prepare and present reports to the Health & Safety strategy group and incorporate results into an annual report.

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5. To collaborate with the Occupational Health Manager to identify, devise and monitor health surveillance procedures relating to H&S regulations to meet statutory requirements.
6. To support consultation with Representative Bodies and Safety Representatives, on matters relating to health, safety and welfare.
7. Provides technical health & safety advice to Service managers relating to safety events, risk assessments and implementation of safe systems of work.
8. Devise and oversee the delivery of H&S training in liaison with Learning & Development and deliver internal H&S training sessions, including manual handling, induction and other H&S training.
9. Participate in the 24/7 H&S advisory Support rota service being on call out of hours in order to provide advice and guidance to Service Managers and respond to incidents to carry out accident investigations and produce reports for action and implementation.
10. Manage and develop self and others to improve personal and team performance and deliver objectives.
11. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer. Completing Manager Self Service (MSS) processes where appropriate.
12. Carry out cost benefit analysis and recommend expenditure to manage risk and achieve the efficient and effective use of resources, including finance, people and equipment to support activities and to achieve departmental and Authority objectives.
13. Positively contribute to a safe work environment ensuring compliance with Health & Safety, Risk Management, Business Continuity and Safeguarding policy and procedure.
14. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
15. Liaise directly with and coordinate responses for Service solicitors (on behalf of the Service) when litigation claims are made against the Service in relation to claims against our statutory duty under the Health and Safety at Work etc. Act to

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determine whether the Service had a duty owed, where that duty was breached and whether any parties suffered a loss as a result of the breach.

16. Provides technical advice related to H&S. Advising on new H&S legislation in respect to its implementation.
17. Liaising with external agencies and representing ECFRS at committees including the CFOA Eastern Region H&S Practitioners Meeting.
18. Manage the efficient and effective use of resources to support activities and to achieve departmental and ECFRS objectives.