

JOB DESCRIPTION

Job Title	Safety Officer		
Directorate	HR&OD		
Reporting to	Health and Safety Principal Officer		
Grade	11		
Evaluation ref:	AG0074	Job Family ref:	

Role purpose

- Safety Officers contribute to the provision of health and safety services to safeguard the health, safety, and wellbeing of employees, volunteers, and elected members. Safety Officers play an integral role supporting managers and employees in understanding and complying with the Council's policies and statutory duties.

Responsibilities

Delivers an advisory and facilitating role to establishments and departments to maintain or improve the personal health, safety and welfare of employees, service users and/or members of the public.

Will undertake an agreed programme of inspection and audit:

Through inspection, will identify good and weak practice and the need for significant changes to resource allocation – plus equipment and process management that supports service delivery.

- Subsequently, can direct local managers in this regard to prevent harm from occurring to people.
- Would be expected to discuss significant findings and recommendations with more senior professionals prior to issuing such direction.

Has authority to enter premises unannounced and intervene as required to prevent the imminent likelihood of serious injury or as delegated by the Strategic Manager or Principal Safety Officer.

Examples of work to be carried out are as follows, (however, the time spent on each activity will fluctuate depending on the reactive workload at any one time):

- The role will involve providing support, training, and guidance to Services and educational establishments on a range of health and safety topics/policies. Preparing and presenting health and safety presentations pertaining to health and safety performance, issues, and initiatives, attending service-level health and safety meetings and participating in projects and campaigns. The post holder will undertake inspections, audits, and investigations to facilitate the effective management of health and safety within the council. The post holder will draft health and safety guidance and policies as required by the organisation.

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Impact

- Deals directly with employees within departments and client organisations, establishment managers, head teachers, governors.
- Requires tact, sensitivity, and diplomacy, as well as influencing and motivational skills.
- Responsible for the service delivery of specified contracts.
- Will frequently represent the Health and Safety Service on internal and external working groups/associations.
- Monitors and influences designated departmental H&S planning and other issues by way of attendance at meetings at all levels, by phone or by correspondence.
- In conjunction with the Strategic Manager liaises with the enforcing body (normally HSE).
- Supports Insurance Section and their nominated legal representatives in relation to Employers' Liability and Public Liability claims made against Somerset Council
Assists in bid preparation and procurement processes for internal and external clients.
- Maintain systems re accident reporting/risk assessment to ensure Somerset Council has an effective H&S Management System in line with HSE requirements.

Resources

- Contributes to improvements in service delivery indirectly – estimated benefit 0.5% - e.g., of a small department budget.
Clients include corporate and school-based employees, pupils of local authority-maintained schools, elected members, and others who may be affected by the Council's acts or omissions.
- Typically deals with establishment level or below, e.g. department in medium sized school/County Hall.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
A understanding of The Health and Safety at Work etc Act 1974 and Regulations covered by the Act. Ability to interpret and apply safety related guidance to achieve legal compliance/best practice within the workplace.	✓	
Experience		
Previous experience playing a key role in safety compliance and risk management within an organisation.	✓	

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Experience balancing and prioritising a variety of responsibilities and duties.	✓	
Qualifications / Registrations / Certifications		
Previous experience in a similar role or working at a senior level..	✓	
NEBOSH Certificate or equivalent qualification in Health and Safety	✓	
IOSH Membership		✓
Topic specific safety qualification		✓
Skills		
Computer literate able to confidently use a variety of Microsoft 365 applications, such as PowerPoint, Word, Excel, and Outlook.	✓	
The ability to engage, communicate and liaise across all levels of the organisation with strong influencing & problem-solving skills.	✓	
Good interpersonal skills and ability to act with integrity and impartiality.	✓	
Ability to adapt to changing or conflicting priorities.	✓	
Presents information to a range of audiences in a confident manner and projecting credibility.	✓	
Good organisational skills.	✓	
Ability to take on unscheduled tasks and work under pressure.	✓	
Ability to work as part of a team and independently.	✓	

Working conditions

- A requirement for the post holder to work from a variety of locations across Somerset, there may be a requirement for the post holder to change locations throughout the working day.

Working arrangements

Somerset Council's dynamic Working Strategy will be applied to this position. This job has no contractual working arrangements outside of a normal working pattern.

Corporate Responsibilities

- Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 28/08/2024