

JOB DESCRIPTION

Job Title	Health and Safety Officer and CDM Adviser		
Directorate	Infrastructure and Transport		
Reporting to			
Grade	11		
Evaluation ref:	TR0178	Job ref:	Family
Role purpose			
<p>The Health and Safety Officer and CDM Adviser will serve as the lead adviser on health and safety matters to the Service Director and Senior Managers within the Infrastructure and Transport Directorate. This role involves managing health and safety initiatives; promoting good practice and influencing others to adopt a strong health and safety culture and processes, to ensure compliance with all relevant legislation, regulations, and Council policy standards. The officer will also act as the principal Construction Design and Management (CDM) Adviser, providing expert advice and support on all CDM-related matters. The role requires balancing compliance with resourcing constraints, ensuring key risks are managed, and promoting appropriate behaviours within the Directorate. The officer will lead the production and review of the Directorate Health and Safety Management and Improvement Plan, report progress to the Health and Safety Board, and recommend necessary modifications. Additionally, the role includes conducting health and safety audits, managing budgets for health and safety improvements, and ensuring effective arrangements for monitoring health and safety performance.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct. • Champion health, safety, and wellbeing within the Directorate to promote a positive health and safety culture. • Lead the production and review of the Directorate Health and Safety Management and Improvement Plan. • Act as the principal adviser on CDM Regulations, ensuring compliance on all relevant construction projects. • Conduct health and safety audits to monitor compliance and identify areas for improvement. • Manage approved budgets for health and safety improvements. • Develop and maintain document management systems for health, safety, and wellbeing materials. • Support activity associated with Employers' Liability and Public Liability claims. • Ensure effective arrangements for the measurement and monitoring of health and safety performance. • Monitor changes to legislation and guidance and consider implications for existing policies and practices. Produce Guidance, Circulars, Codes of Practice, 			

JOB DESCRIPTION

and draft Policies on Health and Safety matters specific to the Infrastructure and Transport Directorate.

- Coordinate health, safety, and wellbeing activities with key contractors.
- Lead the development and delivery of health and safety projects through the Directorate Health and Safety Working Group.

Impact

Contacts and Relationships

1. Each service area has its own governance arrangements that the postholder will need to attend and contribute to. Each involves strategic and partnership / collaborative meetings that deal with strategic leadership and direction of the service, and strategic alignment between the Client and various Contractors. There are also a series of operational and service specific meetings where the postholder may be required to attend and/ or chair to give advice and receive instructions.
2. Within the Council, there are a range of meetings dealing with Health and Safety governance, including an Infrastructure and Transport Health and Safety Board and a Working Group. Attendance will involve full participation receiving instruction, exchange advice and information, provide guidance.
3. A wide range of organisations, including those with whom the Council contracts, other local authorities, Government Departments at National and Regional level, Professional Associations, as well as private organisations. The purpose of these contacts can be to research, provide, obtain and analyse information, and contribute/influence national/local policies.
4. Directors, Heads of Service and Service Managers, other internal staff and contact with Elected Members to provide advice, guidance, direction and support.
5. Consultants and specialist advisers, and Professional and technical staff within the Council, to coordinate and incorporate inputs.
6. Programme and Project Managers in respect of matters associated with capital project development and delivery.

Resources

1. Responsible for requisitioning and approving goods/services up to limits defined within Somerset Council's Scheme of Delegation appropriate to grade.
2. Manage approved budgets, keeping within pre-determined allocations or advising management of changes and requesting change, and supporting budget setting.
3. Support the induction of staff.
4. Supporting role in mentoring, allocating and checking work which relate to the jobholder's areas of responsibility.

JOB DESCRIPTION

5. Provides cover for technical and project issues in the absence of the Service Manager.
6. May engage in inter-service, multi-disciplinary collaborative working, working alongside and supporting other professional officers, support staff and staff within and external to the Council.
7. Commissions Task Orders as required for services through Engineering and Place Professional Services Contract, maintaining an overview of work delivered.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
A thorough understanding of The Health and Safety at Work etc Act 1974 and Regulations covered by the Act.	x	
In-depth knowledge of the Construction (Design and Management) Regulations 2015.	x	
Familiarity with health and safety management systems and best practices.	x	
Knowledge of risk assessment and management techniques.	x	
Understanding of corporate health and safety policies and procedures.	x	
Awareness of current health and safety legislation and guidance.	x	
Experience		
Previous experience in a health and safety advisory role within a complex organisation.	x	
Experience in managing health and safety initiatives and projects.	x	
Proven track record of conducting health and safety audits and inspections.	x	
Experience in providing CDM advice and support on construction projects.	x	
Experience in managing budgets for health and safety improvements.		x
Experience in developing and maintaining document management systems.		x
Qualifications / Registrations / Certifications		
Level 2 qualification equivalent to 5 GCSEs grade A-C, including Maths and English.	x	
Level 3 qualification equivalent to 3 A Levels.	x	

JOB DESCRIPTION

Level 5 qualification or equivalent professional accreditation.	x	
National Examination Board in Occupational Safety and Health (NEBOSH) qualification or similar.		x
Institute of Occupational Safety and Health (IOSH) Membership.		x
Level 6 qualification or equivalent professional accreditation.		x
Skills		
Excellent communication and interpersonal skills, with ability to motivate and empower.		
Strong analytical and problem-solving skills.	x	
Ability to manage multiple projects and priorities.	x	
Proficiency in using health and safety management software and tools.	x	
Strong organisational and planning skills.	x	
Ability to work collaboratively with a diverse range of stakeholders, and work in complex environments.		x
Proficiency in report writing and presenting findings to senior management.		x
Able to assess risks, document findings and work collaboratively to agree and implement risk management approach	x	
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Involves frequent travel across rural areas of Somerset and lone working on occasion. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		

JOB DESCRIPTION

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

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: 28/01/2025