



HILLINGDON

LONDON

Job Profile

Feb 2025

JOB TITLE:	Health & Safety Trainer (progressing to Health & Safety Advisor)
GRADE:	SO2 - POA
POST NO:	26711 & 26709
JOB TIER:	5 (non-management)
DBS CHECK:	No
GROUP:	Central Services
SERVICE:	Health & Safety

REPORTING STRUCTURE

Reports to:	Health & Safety Manager
Direct Reports:	0
Indirect Reports:	0

ROLE PURPOSE:

Provide support to and deputise for, in H&S matters, the Health & Safety Manager in the provision of an effective and efficient Health and Safety service; contributing to the wider function of the Service including business continuity.

Ensure that the Council meets its statutory duty to ensure the health and safety of our employees by providing or ensuring the provision of high-quality competent advice on all aspects of health and safety relating to Council employees and others who may be affected by activities of the Council.

A. Job Description

1. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

2. Resident & Community Contribution

- Demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

3. Operational Service Delivery

- Contribute to the development and preparation of the Council's Safety Management System (Corporate Health and Safety Policy and associated Standards/Guidance).
- Prepare and maintain the Directorate specific procedures to support the Corporate Safety Management System as necessary.
- Provide advice and guidance to managers and staff in relation to the Council's Safety Management System to enable their compliance with it.
- Liaise with the Learning & Development Service in conducting specific health and safety learning needs analysis, identifying learning needs are required and delivering training
- Contribute to health and safety projects through research, compiling information and making recommendations.
- Conduct regular monitoring of the Directorates' compliance of the Corporate Safety Management System (specifically the higher risk activities) which may include audits, workplace inspections, risk assessments, etc.
- Conduct regular monitoring of how the schools manage their health and safety responsibilities which may include audits, workplace inspections, risk assessments, etc.
- Provide suitable reports/recommendations from safety monitoring to assist managers improve safety standards within their area of responsibility.
- Monitor, collate and report Directorate Key Performance Indicators as required.
- Maintain Directorate specific information within the Assure online reporting system.
- Monitor incident/accidents and that investigations are satisfactorily conducted and provide support where necessary.
- Support managers in conducting investigations into serious incidents/accidents.

- Oversee Group RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reports submitted to the HSE.
- Respond to enquiries/concerns related to incidents/accidents.
- Provide reports on statistical analysis of incident/accident trends (causes/locations etc).
- Play an active role in the Hillingdon Health & Safety Group.
- Maintain up to date corporate safety information available to staff and disseminate safety related information as appropriate, which may include e-mails, intranet etc.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- Demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Continuous Improvement

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- Work closely and proactively with managers across the organisation, advising them on the health and safety issues and the standards required to meet compliance with relevant legislation.
- Regular contacts will be with colleagues across the Council including HR, Property Managers, Safety Committees, Senior Managers, Councillors, Trade Unions, other councils and a range of internal and external working groups.
- Establish and maintain the necessary contacts within the safety profession, including London wide and national bodies, the Health and Safety Executive and other professional bodies.

8. Additional Responsibilities

- Complete other tasks in order to fulfil role purpose or as required by management.
- Monitor Directorate specific incidents/accidents to ensure reporting and reviewing requirements are achieved within ten days

B. Person Specification

Health & Safety Advisor

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Degree qualification or equivalent experience in related field	✓	
NEBOSH Certificate in Occupational Health and Safety Practice / NVQ Level 4 or 5 in Occupational Health and Safety Practice or equivalent qualification		✓
Corporate member of IOSH or working towards this.		✓
Level 3 Award in Education and Training	✓	
Level 3 First Aid at Work	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Full UK driving license and use of private vehicle for work	✓	
Ability to work flexibly to meet the needs of the business	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience of implementing safety policies and procedures	✓	
Experience of advising managers, employees and key stakeholders and interpreting a range of complex occupational health and safety issues		✓
Demonstrable experience of carrying out similar work in a similar environment		✓
Experience in health and safety in either a generalist or specialist environment	✓	
Experience in delivering first aid qualification training	✓	
Experience in delivering general health and safety training		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Ability to understand and lead specialist and operational safety activities across a large and complicated organisation		✓
Detailed knowledge of specific specialisms such as: asbestos, construction, DSE, fire, water hygiene and the development and implementation of safety management systems		✓
Ability to prepare health and safety reports and documentation	✓	
Competent IT skills, including Word, Power Point and Excel and ability to use service specific software	✓	
Ability to manage, monitor and quality assure H&S activities	✓	

Ability to undertake health and safety inspections, audits, risk assessments and accident investigation and produce reports on the findings of these		✓
Ability to communicate effectively with a wide range of people in person, by phone and in writing as well as to effectively train in H&S matters.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	