


Job Description and Person Specification

Job Title	Safety Health and Environmental Advisor
Job Grade	NCC Grade H
Reports to	Head of Health and Safety
Direct Reports	There are no direct reports, however the post includes delegated management of appointed first aiders, fire wardens and emergency responders with respect to preparing rotas, authorising payments, organising training and equipment, and receiving reports.
Other Resources	Spending against delegated budgets within Financial Regulations. Responsible for team equipment, including company laptop, use of company pool vehicles and training resources.
Role Purpose	The operational delivery of Nottingham City Council Housing Services' (NCCHS') health & safety, and emergency control management systems, ensuring compliance and continual improvement.
Key Accountabilities	To maintain and deliver the Company's health & safety, and emergency control management systems, including: • Specialising in one and providing cover in all of the following areas: Health and Safety, Construction Design and Management. • Carrying out the statutory duties of the Competent Persons (regulation 7(1); Management of Health & Safety at Work Regulations 1999 and article 18(1); Health and Safety at Work Act 1974, DSE Regulations 1993. • The upkeep of our health and safety, fire safety and emergency control management systems and records. • Contributing to and delivering the Health and Safety Team's annual team plan. • Providing professional support and advice to company managers and employees, partners and customers, providing imaginative solutions to a wide and complex range of issues. • Identifying the need for, preparing, maintaining and reviewing risk management policies, procedures, risk assessments and employee guides and handbooks. • Consulting with NCCHS managers, trade unions, employees and partners, and attending, and preparing reports and statistics for, health & safety management meetings. • Identifying, researching and communicating new and emerging



	legislation and best practice; creating networks with professional groups and benchmarking with other social housing organisations. • Liaising with representatives of statutory agencies and partner organisations to ensure co-operation and promote NCCHS as a key community partner. • Carrying out planned, reactive and targeted audits of the company's operations to ensure compliance with legislation, policies and procedures. • Developing and delivering inspirational and motivational training for company managers, employees and contractors, including employee and contractor health & safety inductions. • Developing, reviewing and updating the organisation's emergency plan; and creating and delivering a programme of emergency response training and scenario exercises. • Managing budgets allocated by the Head of Health and Safety, ensuring that spending remains within budget limits and that value for money is achieved at all times. • Investigating injuries, dangerous occurrences, fires, work related ill health, violent incidents, emergencies and business interruption events. • Representing the organisation as required during inspections, audits or investigations led by relevant statutory agencies and external or internal auditors. • Writing witness statements and attending court, tribunals and coroner hearings to give evidence on behalf of the Company
Generic Duties	• Demonstrate and promote excellent standards of customer care in the context of NCCHS' Mission, Vision and Values, to uphold the Equality, Diversity and Inclusion strategy and objectives and to participate in training activities necessary to the post. • Adherence to Standing Orders and Financial Regulations and Health and Safety standards. • Responsible and accountable for promoting and encouraging tenants and leaseholders to be involved as respected partners in influencing, developing and improving services in their local area through the menu of opportunities for tenant involvement. • Additional duties as allocated by NCCHS as and when required.

Author: Head of Governance and Compliance

June 2023

Signed and agreed by the post holder..... date.....


PERSON SPECIFICATION – Safety Health and Environmental Advisor

Requirements	Essential - E Desirable - D
Experience and knowledge	
- In depth knowledge of current H&S, fire safety or emergency planning and business continuity legislation and best practice - Able to demonstrate specialist skills, knowledge and experience in health & safety in social housing, Construction Design & Management Regulations, or fire safety. - Proven experience of the practical application of legislation in the workplace. - Experience and knowledge of performing complex risk assessment. - Experience of developing and delivering classroom-based training and tool box talks. - Experience of carrying out audits and inspections	E E E E E
Skills & Abilities	
- Able to use of ICT, especially Microsoft Office and Excel, as an analytical, management and training tool. - Able to develop and present written and verbal information in a clear and concise manner, and to communicate effectively with employees at all levels including senior managers. - Able to work in a variety of locations, including some which may not be in a finished state, and access all areas include using ladders and scaffolds.	E E E
Qualifications	
- Minimum of Level 3 Nebosh General Certificate or equivalent - Holder or willing to work towards CMIOSH or equivalent - ISO45001 auditor - Current First Aid at Work certificate	E E D D
Behaviours	
- Self-motivated, organised and methodical - Able to work with a minimum of supervision - Flexible and prepared to work from a variety of locations in the Nottingham area, and to respond to incidents out of hours if necessary	E E E