

JOB DESCRIPTION

Job Title:	Corporate Health & Safety Assistant (Rushmoor & Hart)	Job Number: (Official use ONLY)	
Department / Service:	Rushmoor Borough Council Risk, Performance & Procurement	Main location: (i.e. where primarily based)	Rushmoor Borough Council Offices, Farnborough Road, Farnborough GU14 7JU (employer) and Hart District Council Offices, Civic Offices, Harlington Way, Fleet, GU51 4AE Shared Officer with expectation to routinely travel to Rushmoor and Hart Council Offices Some flexibility to work remotely at Manager's discretion.
Hours of Work:	15 hours per week Fixed term contract for 2 years	Post Restrictions: (e.g. politically restricted and/or sensitive)	No
Grade & Salary Band: (where appropriate)	G3 £27,254 to £32,597 (Pro-rata - 0.4 FTE)	Regulated Activity: (i.e. DBS check required)	No
Job Purpose: (i.e. Context & summary of why the role exists)	Rushmoor BC and Hart DC have entered into a Corporate Health & Safety resource sharing Partnership (HS Partnership). The role will allocate time equally between the partner organisations. Reporting to the Service Manager for Risk, Performance and Procurement at Rushmoor Borough Council as the employing authority. In this role, you will be assisting in the delivery of a range of practical and administrative tasks which are key to the smooth running of this service, along with directly supporting Services and providing advice/guidance. The main purpose of this role on behalf of the HS Partnership is to: 1. Assisting in the creation and review of H&S risk assessments. 2. Assist in the review, development, alignment and implementation of safe work procedures/arrangements and control measures. 3. Assisting in the development and delivery of H&S training programmes. 4. Maintaining arrangements for the reporting all H&S incidents (accidents, near misses, etc.). 5. Conducting H&S audits and inspections (at other Council sites if necessary) to identify potential hazards and non-compliance and implementing corrective action plans.		

Main Accountabilities/Responsibilities	
1	To work on behalf of the HS Partnership, helping to ensure each Council's compliance with its legal obligations under the Health & Safety at Work etc. Act 1974.
2	Assisting in the creation and review of H&S risk assessments.
3	Assisting in the reviewing, developing, aligning and implementing safe work procedures/arrangements and control measures.
4	Assist in the interpretation and application of relevant regulations, guidance, the council's H&S policies, standards and procedures, assisting Services to apply good practice guidelines in H&S matters.
5	Assisting in the development and delivery of Council approved H&S training programmes.
6	Maintaining arrangements for reporting and scrutinising all H&S incidents and incidents of violence or aggression. Assist in the thorough investigation of incidents to determine root causes.
7	Conducting appropriate H&S audits and premises inspections to identify potential hazards and non-compliance and communicating corrective action plans to the appropriate Service lead. Occasionally these inspections will take place at other Council sites.
8	Maintaining effective communication channels to disseminate H&S information to all employees.
9	Maintaining the Corporate H&S SharePoint/Intranet pages/staff information resources.
10	To carry out such duties as the line manager and HS partners may, from time to time reasonably require.

Other Responsibilities/Accountabilities	
1	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
2	Safeguard and promote the welfare of children and vulnerable adults and ensure all staff understand and work within the Safeguarding policies of the council.
3	Undertake any other duties that are commensurate with the requirements of the post.

Budget responsibilities

Duties, Tasks & Activities – Describe the nature of any responsibility this post has for financial matters. (E.g.: monitoring budget spreadsheet, small purchases, approving contracts).	Budget (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others). Please note where budget responsibility is stated, this will be verified with Finance to ensure approved responsibility).	Indicative frequency (i.e., how long, how often will this activity be undertaken).
None – time management/accountability only for the purpose of demonstrating officer time use to PEP partners	No direct budget responsibility.	N/A

Income responsibilities

Duties, Tasks & Activities	Income level(s) (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e., how long, how often will this activity be undertaken)
None	None	N/A

Staff Reports & Responsibilities

Direct Reports		Title	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to		Service Manager – Risk, Performance & Procurement, Rushmoor Borough Council	SM	
Responsible for		None		

PERSON SPECIFICATION

Education, Training and Qualifications

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Level 2 qualifications in Mathematics and English	E	A/I
IOSH Managing Safely qualification	E	A/I
Working towards or existing holder of NEBOSH General Certificate in Occupational Health and Safety	E	A/I

Knowledge

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
A knowledge of local government and how it operates	D	A/I
Ability to respond to queries from internal 'customers' and stakeholders, preparing and sending letters and emails and maintaining databases.	E	A/I

Experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
A minimum of 2 years' experience in providing health and safety advice/guidance and carrying out risk assessments, ideally in a related industry with a similar risk profile or a similar related field.	E	A/I
Experience of effective partnership working and working well in a team.	E	A/I
Experience of delivering training and presenting information to a wide range of staff.	D	A/I

Skills

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Good analytical skills with the ability to present findings / reports in a clear and comprehensive manner, with attention to detail and accuracy.	E	A/I
Have excellent communication and interpersonal skills and be confident communicating to a variety of audiences.	E	A/I
Ability to work within a group and generate a positive team approach.	E	A/I
Confident, self-motivated, well organised and able to show significant ability to work under your own initiative.	E	A/I
An ability to work autonomously, use own initiative and manage own workload.	E	A/I
Ability to negotiate, influence and persuade others and deal with difficult situations.	E	A/I
Reliable and demonstrates a commitment to see things through with a proactive, pragmatic “can do” approach to work	E	A/I
Good level of IT literacy (experience of using Microsoft Office, Sharepoint, Teams etc.)	E	A/I

Any other requirements

e.g. working evenings and weekends, full driving licence/own car	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
The role will be mostly office-based during normal office hours, working from the Rushmoor Borough Council or Hart District Council Offices, equally splitting their time in each location. The role may require the occasional visit to other Council sites/assets e.g. for accident investigation, audits or to provide advice/guidance. The post holder will be able to work flexibly from home at the managers discretion, although this would be task based and it is expected that the postholder would have a physical presence in the Council Offices for the majority of their time. Their home environment must however meet the minimum requirements contained within the DSE policy of Rushmoor Borough Council if home working takes place.	E	A/I
The post holder is not expected to be on call or to routinely work evenings or weekends outside of core office hours. However, in the event of a major incident they would be expected to work flexibly to deliver an effective service. This may require work out of normal office hours.	E	I

Structure Chart



Relationships with others:

Describe who this post most regularly interacts with and the capacity & purpose in which they interact:	Level of complexity – Straightforward information; complex information; contentious information; creative and new innovative information:	How is the interaction most likely to occur? (In writing, in conversation, via presentations, via letters etc)
Those within own service & team:	Complex information	In conversation & in writing
Those across other Council Services:	Complex information	In conversation & in writing
With members:	None	None
With partner organisations:	Straightforward information	In writing
With Customers:	None	None
Others? State who:	None	None

Impact on Policy & decisions:

Select the statement that best describes the role & provide examples.

Describe here the extent to which the post uses or has an impact on policy determination & provide examples:

Provides general information, advice/guidance on established internal procedures. Likely to have small infrequent discretionary elements to role and an ability to check with a supervisor, or colleague.

The post will **predominantly** follow established internal procedures to maintain and provide general information under the guidance of other officers in the team.

Provides advice/guidance on established policy, including interpretation to meet specific circumstances. Limited supervision likely in carrying out regular tasks. May require initiative, independence & independent problem solving.

Whilst working to established policy, there may be **occasional** interpretation to meet specific circumstances – e.g. applying health and safety law/guidance to a specific risk. Supervision will be available for tasks where there is any element of high risk or complexity but some elements of the role will require initiative and independence.

Interprets external regulations and adapts policy to meet these changes; or may exercise discretion of policy adaptations in difficult or unusual scenarios not explicitly covered by policy.

The role requires a good general understanding of health & safety legislation and assistance may be offered by them in interpretation – but they will **not** have the duty of the Council's competent corporate advisor and will not be required to carry out this level of interpretation alone – and will not be responsible for any final sign off or presentation of policy.

Major responsibility for development of policies and procedures which have significant impact within a service

N/A

Very major responsibility for development of policies which impact at a strategic level

N/A

Other policy responsibility

N/A

Approvals:

Signed by: (E-signature acceptable)	Name & Date Signed (E-signature acceptable)
Post-holder (where applicable) has seen & had an opportunity to comment on this document and is aware the post is being evaluated.	N/A
Line Manager authorisation to confirm this is a true reflection of the post:	Roger Sanders 
Head of Service authorisation to confirm support of this post being evaluated & that it is a true reflection of the post:	