Dumfries & Galloway COUNCIL

JOB DESCRIPTION

Job Title: Health & Safety Officer		**Ref.no.**	**JE Ref: G353(3)**
Department: Enabling and Customer Services		**Band:** 10/11	**Location:** Dumfries & Galloway
Responsible to	Principal Health & Safety Officer (Delivery)		
Responsible for	Not Applicable		
Job Purpose	As a Health and Safety Officer you will **lead, advise, support, perform and oversee** effective OH&S management within your area of responsibility (across council or service).		
Main Responsibilities	To be successful in this role you will - be the focal point and take personal responsibility for OH&S excellence - work with leaders, managers and non-specialists to facilitate informed decision making aimed at maximising OH&S performance and minimising injury, ill-health and loss - act as a critical friend with a focus on ensuring a culture where OH&S is held in equal or greater regard to other competing priorities - drive improvement in OH&S management effectiveness and organisational resilience - ensure that the OH&S management system meets it's intended outcome		
Job Activities	In line with the HSG(65) Plan, Do, Check, Act approach you will **PLAN** Develop and engage on assigned council health and safety policy, standards, programmes and plans and contribute on the overall planning, development, implementation and continual improvement of the OH&S management system Support, perform and **oversee** the planning, development, implementation and continual improvement of service level management arrangements including OH&S targets and objectives. Review and support on the evaluation of current and new OH&S legislation, related guidance and relevant good practice in relation to policy review and continuous improvement. **DO** Provide authoritative, competent and timely advice to stakeholders including leaders, managers and non-specialist on the implementation of OH&S policy, guidance and related regulatory requirements including exemptions. Review and Report OH&S performance to senior leaders and managers including the achievement of related targets and objectives ensuring that outputs are robust, functional and concise. Advise, support and oversee		

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	- the OH&S selection, co-ordination and delivery of third-party services (including consultants and contractors) and products (materials and equipment) - OH&S related training interventions including the occasional delivery of training material
Job Activities	Coach and contribute to the development of others to positively influence OH&S behaviours and attitudes. Support and where directed deputise for the Principal H&S Officers. **Hazard Identification & Risk Assessment** Advise, support, perform and oversee - risk profiling to ensure that minor risks are not being given too much priority and major risks are not being overlooked - the conduct or periodic review of general or hazard specific risk assessments utilising appropriate tools and techniques Proactively work with stakeholders to develop and implement proportionate solutions in relation to the identification, prevention and mitigation of OH&S risk. **Communication & Co-operation** Actively build and maintain close working relationships with key internal and external stakeholders including leaders, managers, non-specialists, the joint trade unions and regulators. Work collaboratively with stakeholders to share learning, develop positive attitudes and behaviours, and promote a positive OH&S culture. Lead, advise, support and oversee OH&S working level or stakeholder groups including related initiatives and projects. Represent the council and OH&S team interests with a range of internal and external stakeholders including the joint trade unions, strategic partners, suppliers, regulators and other agencies. **CHECK** **Inspection, Surveillance & Audit** Lead, support, perform and oversee sensible, proportionate and targeted risk-based performance monitoring that accords with OH&S policy, programmes and plans and recommend corrective or preventive action to address non-conformance. Communicate learning so that any required improvements may be readily understood and acted upon by senior leaders, managers and non-specialists. **Incident Reporting & Investigation** Advise, support, perform and oversee - effective incident reporting and investigation ensuring that outputs meet council policy and regulatory requirements - the identification of failure mechanisms and root cause utilising common accident causation models and recommend corrective or preventive action aimed at avoiding recurrence **ACT** **Review Performance**

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	Apply learning from experience to influence OH&S leadership, individual and organisational behaviours, inform policy review and drive continuous improvement. Seek assurance that lessons learned including recommended corrective or preventive actions are being effectively implemented and are having the desired effect. **Champion innovation** and seek opportunities that contribute to further improvement in OH&S performance including greater use of technological adaptions. ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***	
Performance Management	In terms of own performance you will be expected to - conduct your work in accordance with the council values of customer first, continuous improvement, openness, honesty, local decision making and team working - comply with relevant council provisions including the employee code of conduct, health and safety and governance policies, data protection and confidentiality agreements - adopt a sensible and proportionate risk-based view when prioritising work related activities - where directed undertake other operational or administrative duties commensurate with the intended purpose of the post - commit to the council equality and diversity visions statements - maintain OH&S continued professional development relative to professional membership - limit carbon emissions and reduce energy consumption when undertaking work	
Prepared By	Sue White & David Mitchell (Principal H&S Officers)	March 2022