

JOB PROFILE

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| Post No. | 50896 - 9 |
| Post Title: | Senior Safety & Resilience Officer |
| Division/Team: | Safety and Resilience |
| Grade: | F |
| Service: | Regulation & Safety Service |
| Reports to: | Safety and Resilience Manager |
| Issue Date: | May 2025 |

PURPOSE OF THE JOB

Drive behavioural change to ensure excellence in health, safety and welfare of employees and provide assurance to SMT of health and safety standards.

Identify, create, organise, run and record appropriate health and safety training for staff. Where necessary investigate and organise suitable providers for specialist training.

Assist with planning, implementation and monitoring the effectiveness of our Health and Safety policy and procedures.

Manage the Health and Safety Coordinators; DSE assessors; Fire Marshalls; and First Aiders, championing their work to ensure competent, efficient, and productive delivery of objectives in line with prioritised health and safety cultural improvements.

Provide appropriate and competent health and safety advice and assistance.

Support resilience at RBC, including emergency planning and business continuity portfolio of work.

Support the Safety and Resilience Manager, and when necessary, deputise for him.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Support and audit local managers' health and safety management and liaise with the appropriate manager to ensure that issues are addressed within an appropriate time frame.
- 1.2 Create action plans in response to audits and monitor delivery.
- 1.3 Investigate Town Hall incidents and audit incident investigations for non-Town Hall incidents. Maintain an incident record database; analyse incident data to produce quarterly and annual reports for Management meetings.

- 1.4 Develop and deliver competent effective and efficient health and safety training to staff (internal and external)
- 1.5 Support Comms in maintaining an H & S folder on the extranet.
- 1.6 Conduct regular inspections and audits of council's work sites and activities
- 1.7 Work in partnership with the Safety & Resilience Team to develop best practice, such as monitoring of behaviours and cultures, while ensuring that we can still get the job done (*risk aware not risk averse*).
- 1.8 To support the Safety and Resilience Manager with regard to business continuity and emergency planning to ensure resilience of the unit including supporting Managers reviewing and testing of BC plans locally and supporting RBC in cooperation with the Warwickshire Local Resilience Forum.
- 1.9 Provide appropriate health, safety, or welfare management information, including quarterly newsletter.
- 1.10 Support risk assessment work across the Council.
- 1.11 Respond to employees and Trade Union health and safety complaints/concerns as appropriate.
- 1.12 Administrate for and run the 6-weeeekly H & S coordinator meetings, or similar if appropriate.
- 1.13 Support Corporate Property in fire safety measures. Coordinate fire drills, including review and lessons learnt. Create and maintain Personal Emergency Evacuation Plans in liaison with local managers.
- 1.14 Where appropriate liaise with the HSE or other relevant enforcing authority.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Horizons scan for future changes in health and safety legislation and maintain CPD.
- 2.2 Work towards the NEBOSH Diploma with a view to qualifying at the earliest opportunity.
- 2.3 To support and participate in a response to major emergencies.
- 2.4 Collaborate on health and safety projects as requested.
- 2.5 Demonstrate environmental awareness and environmental responsibility.
- 2.6 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

The post holders will line manage health and safety coordinators.

To set an example to others in excellence in health and safety at work.

4. FINANCIAL RESPONSIBILITIES

Responsible for authorising expenditure and monitoring expenditure against agreed budget for personal protective equipment and health and safety training.

5. RESPONSIBILITY FOR ASSETS AND DATA

A responsibility for ensuring that information collated and used for performance monitoring is accurate in conjunction with the Councils Data Quality Strategy.

6. EXTENT OF PUBLIC CONTACT

Most of the duties will involve contact with council staff and senior officers. There will be irregular contact with elected members, Trade Unions, local and national external bodies and the public.

7. WORKING CONDITIONS AND ENVIRONMENT

This role will be primarily based at the Town Hall, with a requirement to attend other locations around the Borough in response to business needs. Hybrid working maybe available, but will be determined based on business priorities at that time

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Senior Safety & Resilience Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria | Essential/ Desirable | Method of Assessment |
|---|-------------------------|-------------------------|
| Extensive experience within Health & Safety Management | E | A, I |
| Ability to influence champion and enforce excellence in health, safety and welfare at work. Understand the need for political awareness and sensitivity and the importance of building and maintaining sound working relationships. | E | A, I |
| Competent effective and efficient health and safety trainer. | E | A, I |
| Nebosh Certificate Holder, but with a willingness to work towards NEBOSH Diploma | E | A, I |
| Ability to develop and deliver training to staff (internal and external). | E | A, I |
| Communication skills to deal with a range of people often using persuasion skills, including computer literate with a drive to support the digitalisation agenda. | E | A, I |
| A commitment to work within our CAN DO values | E | A, I |
| Experienced in a Unionised environment | D | A, I |
| Interest in developing an understanding of and assisting in emergency planning and business continuity. | D | A, I |
| Experience of preparing reports and statistical information in a clear and concise manner | D | A, I |
| Able to inspire commitment, enthusiasm and positive attitude in others to achieve objectives. Ability to involve and encourage others in finding solutions. Risk aware not risk adverse. | D | A, I |
| Capable of handling heavy and diverse workload. | D | A, I |
| Coronavirus – Covid Secure and recovery | D | A, I |
| Logistics sector Health & Safety Management experience | D | A, I |

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| Application | A |
| Interview | I |
| Test (written, presentation, practical – eg word processing) | T |
| References | R |
| Documentary – eg certificates | D |