

CALNE TOWN COUNCIL

JOB DESCRIPTION

Post No:	
Post Title:	Health & Safety Advisor (Part Time – 14 hours a week)
Grade:	
Responsible to:	Head of Business
Responsible for:	None
Days of Work	Monday to Friday (flexible to meet the demands of the role)
Times of Work	To be agreed
Issue Date:	October 2018

OVERVIEW

Calne Town Council seeks to improve and enhance the Town of Calne in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community. It is the responsibility of each post holder to contribute to this ethos in the best way suited to their day to day responsibilities and duties. Most visibly, Calne Town Council will act proactively to enable the community to involve themselves in cultural, artistic, sport and active recreation as part of an active and healthy lifestyle. This will involve initiating and maintaining significant creative partnerships with statutory and voluntary sector partners and colleagues as well as other relevant voluntary and statutory organisations.

PURPOSE OF THE JOB

The post-holder will work with the Director of Council Services (Proper Officer & RFO), Head of Business and Head of Operations to co-ordinate, support and advise the business on all aspects with regards to Health and Safety. The role will establish and document standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within Calne Town Council are adhered to.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1 To promote awareness of the importance of Health and Safety in the workplace and encourage all staff to discuss and report Health & Safety concerns.
- 2 Establish a timetable of works to be undertaken annually and monitor compliance against actions and follow up as required.
- 3 To coordinate the annual Health and Safety audit by the nominated external Health and Safety Auditor, shadow the visits and ensure that all required actions are recorded and followed up.
- 4 To gain a good understanding of
 - all premises and their purpose
 - all work undertaken by the staff/contractors and volunteer at premises and other locations

to assess the existing procedures and records
to identify areas where improvements need to be made.
to develop and maintain knowledge of legislation and guidance in relation to Health & Safety matters
to build a good working relationship with all staff and contractors

- 5 Review existing Risk Assessments and formulate a schedule for review.
- 6 Develop new Risk Assessments to address changes in legislation or work practice
- 7 To be the nominated Health & Safety representative for staff enquiries.
- 8 In conjunction with Heads of Service collate information, draft reports and staff / user guidance relating to all Health and Safety matters
- 9 To maintain records and support good administrative practice and support the Heads of Service with other allied tasks as required.
- 10 Occasional attendance at other meetings and working groups to provide advice and guidance or other associated administrative tasks.
- 11 The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders and Financial Standing Orders. More detailed guidance on specific financial activities is provided in a series of Financial Instructions.. All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

OTHER DUTIES AND RESPONSIBILITIES

- 12 The post holder has personal responsibility his / her own safety, as well as that of other members of staff and the general public, in accordance with the Health & Safety at Work Act 1974.
- 13 Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental to the work of the Town Council.
- 14 Support as necessary community events, such as the Fireworks Event, Calne in Bloom, Summer and Winter Festivals and the Christmas Lights Switch-On Event by agreement.
- 15 To work with all council services to ensure that carbon reduction behaviours are embedded in Council policies and action plans.

RISK MANAGEMENT & BUSINESS CONTINUITY

- 16 Play a key role in identifying, managing and controlling risks relating to the business activities of Calne Town Council.

EQUAL OPPORTUNITIES AND DIVERSITY

- 17 Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs and

ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

WORKING CONDITIONS AND ENVIRONMENT

18 Usually based at the Bank House, The Strand, Calne SN11 0EN, Town Hall, The Strand Calne, SN11 0EN with visits to all Calne Town Council properties and work locations including but not limited to Beversbrook Sports Facility and The Depot at Anchor Road.

KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

19 Refer to Person Specification attached.

Signed as agreed:	
Manager	Date
Post holder	Date

PERSON SPECIFICATION

Post: Part Time Health & Safety Advisor

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
Appropriate professional qualification in health and safety (or willingness to obtain within 6 months)	D	I
Experience in Health and Safety including an understanding of the annual health & safety reports and risk assessment audits needed for Council	D	I
A good level of local knowledge and an understanding of local council policies, procedures and protocol	D	I
Smart Appearance		
Proven organisational skills, attention to detail, good timekeeper and ability to prioritise own workload.	E	I
Up to date ICT skills inc Windows, Word, Excel and the Internet	D	I/T
Able to work in an organised manner, as a team member or alone	E	I
Able to work a flexible rota to include occasional evenings and weekends.	E	I
Able to deal with all ages/types of people, politely tactfully and quickly establish a rapport	E	I
Able to communicate clearly using all forms of communication	E	I
An awareness of and commitment to Equal Opportunities principles.	D	I
Physically capable of lifting weights up to 15 kilos.	E	I

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