

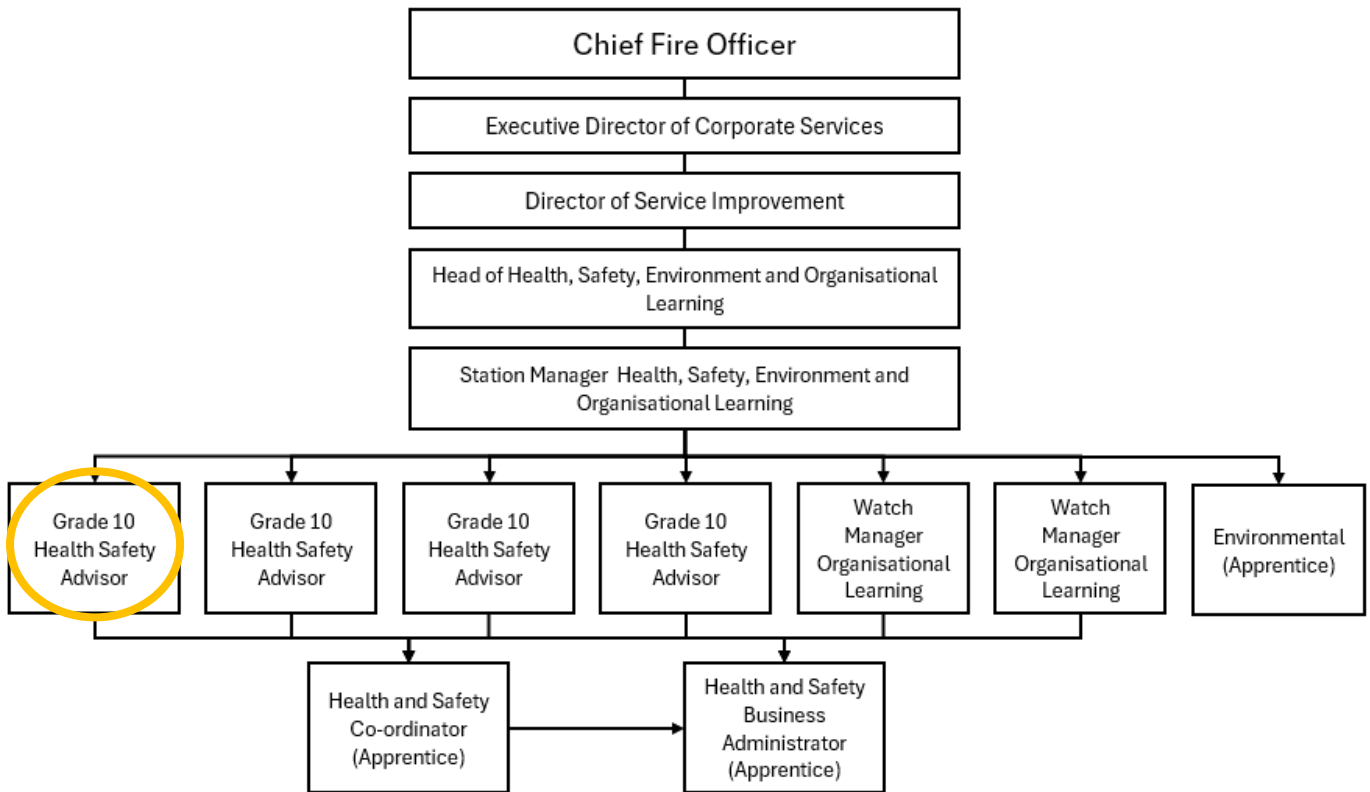
HUMBERSIDE FIRE & RESCUE SERVICE

JOB DESCRIPTION

(Support Services Posts)

POST TITLE Joint Health and Service Advisor	POST NO.
SECTION/DIVISION/LOCATION Joint Health and Safety Service, SHQ	POST GRADE Grade 10
<u>OVERALL PURPOSE OF THE JOB</u> To be proactive in the development of a positive health, safety and environmentally conscious culture within Humberside Fire & Rescue Service (HFRS) and Humberside Police (HP) and to secure and protect the Health, Safety & Welfare of all employees, visitors, contractors and members of the public. To provide an supportive role to ensure both Services comply with all appropriate legislation.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <ol style="list-style-type: none">1. To provide support, advice and guidance to the Health, Safety & Environment (HSE) Management Team on all matters relating to HSE management within both Services.2. To advise senior management on the likely environmental impact of related activities and any action needed to minimise harmful effects.3. Review and develop policies and procedures on all aspects of Health, Safety & Environmental issues, ensuring compliance with legislation and best practice. Develop and maintain effective monitoring and audit systems to continuously improve HSE performance standards.4. Carry out inspections and surveys and, where necessary, take enforcement action to ensure compliance with HSE legislation.5. Maintain and expand a positive 'safety and environmentally conscious culture' among employees of both Services by providing advice and information to line-managers, Safety Representatives and individuals. Preparation and delivery of appropriate training courses, seminars and toolbox talks across all HFRS and HP locations.6. Supervise the monitoring, recording and analysis of safety and environmental information and provide regular reports for managers on progress with suitable advisement on areas for improvement.7. Participate in consultations with employees and their representatives. Prepare relevant reports for senior management, Humberside Fire Authority and the Police and Crime Commissioner (PCC) as necessary.8. Represent both Services at meetings with external bodies, regional boards, local authorities etc., in connection with Health, Safety and Environmental issues.9. Manage and maintain their own Continual Personal Development (CPD) and competence to stay up to date with current industry best practice. This will be with the full support of the Joint Health and Safety Service (JHSS) in conjunction with organisational needs.	
<u>NOTES:</u> <ol style="list-style-type: none">1. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility as a managerial role.2. The post holder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of their duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation. Also, policies and procedures so far as they relate to the post and the post holder.	

POSITION IN ORGANISATION



JOB REQUIREMENTS:

Knowledge and Skills

- NEBOSH Certificate or equivalent
- Required to obtain a National Diploma in Occupational Health & Safety and Management within three years of appointment.
- Detailed knowledge and understanding of health & safety and environmental legislation with the ability to interpret that legislation, safety guidance and other technical material.
- Communication skills, both written and verbal, at a level appropriate to enable the effective performance of the main tasks, together with experience in producing detailed technical reports and letters. Also, for designing, preparing and delivering presentations.
- Experience in undertaking detailed health and safety investigations and inspections.
- Experience of utilising a range of instruments and test equipment (e.g. equipment for noise monitoring, humidity sampling, lighting levels and exhaust ventilation monitoring).
- Interpersonal skills required to provide a customer focussed response to all general enquires
- Proficient in various ICT software programmes including word processing and the use of databases.

Creativity and Innovation

- As the Joint Health and Safety Service is tasked with the provision of support and advice to all managers and staff of both HFRS and HP, there is a constant demand to provide assistance in overcoming a wide variety of problems. Although solutions are often as a result of compliance with regulations and codes of practice, the methodology often requires initiative, interpretation and creative thinking.
- Highly developed interpersonal skills are needed to interact with managers, employees, contractors, and members of the public when dealing with health, safety, and environmental matters.
- The requirement to research and develop policies, procedures and guidance material on health, safety and environmental issues.
- The requirement to develop, plan and deliver training sessions and seminars.

Decision Making

- There is a need to make immediate safety-critical enforcement decisions with regard to equipment, persons, structures, working practices and procedures. A major consequence of this could be the enforced cessation of work or other activities and undertakings.
- If decisions are politically sensitive or are liable to have major financial implications, additional advice may be sought from the HSE Management Team. However, if the circumstances are such that staff are in imminent danger, immediate action must be taken. A major consequence of any decision could be the cessation of work or activities.
- Requirement to issue written notice if there is a need to reinforce verbal instructions.
- There is a need to make decisions with regard to achieving both Service's fully integrated health & safety management systems.

Contacts and Relationships

- Daily contact with other members of the Joint Health and Safety Service, employees, line-managers and senior officers to consult, provide advice and exchange information on health, safety and environmental matters.
- Regular contact with members of other sections such as the Estates & Fleet & Research & Capability Team to exchange information to support service delivery.
- Weekly or more frequent contact with the HSE Management Team to receive guidance, exchange information, or re-prioritise activities

Responsibility for Resources

- Joint responsibility for a range of technical instruments which are often taken 'on site' or used for training or demonstration purposes.
- The safety and security of employees, contractors and equipment can often be based upon advice and/or intervention.
- Joint responsibility for the security of sensitive information including personal information about employees.

Work Environment

Work Demands

- The work is varied and is subject to the constantly changing and continuous needs of the workforce, managers, contractors and members of the public. Routine programmed tasks are subject to disruption in response to urgent enquiries, complaints, visits, inspections and requests for advice, etc. Situations that generate immediate danger or high-risk safety-critical issues will always take precedence.
- There will be a need to be constantly aware that in many circumstances, there may be risk associated with carrying out duties such as investigations and inspections, particularly in the aftermath of a serious accident.
- There will be a need to prioritise the workload which will be subject to fluctuation and often include complex and conflicting priorities.

Physical Demands

- The physical demands include, walking, sitting, standing, driving, climbing, lifting and handling and regular use of a keyboard.

Working Conditions

- The majority of work performed will be in an office environment, but the postholder can be regularly involved with, working alone, carrying out inspections and other activities outdoors and in all weathers.

Work Context

- The job involves contact with employees, contractors and members of the public. The post holder may on occasions be exposed to aggressive or challenging behaviour when their opinion is challenged or when accidents result in emotive reactions.
- There is a need to visit station premises and similar remote locations where personal safety is an issue or to observe operational exercises. Occasional exposure to dust, heat, noise, chemical spillages and strong odours.
- Mobility throughout the Service area without prior notice is essential.

Signature

Designation

Date

CONFIRMED BY:

RECEIVED BY:

PREPARED BY:

POST HOLDER

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.