



<b>Role Title:</b>	Health and Safety Advisor
<b>Grade &amp; Salary:</b>	Grade J (£30,195 - £36,525)
<b>Hours:</b>	37 hours per week
<b>Department or Division:</b>	Corporate Services
<b>Location:</b>	Force Headquarters, DE5 3RS
<b>Post Reports to:</b>	Head of Corporate Risk
<b>Suitable for job share or part time:</b>	Yes, suitable of part time and job share.

**Other Considerations:**

**Date last reviewed:** 5<sup>th</sup> December 2019

### **Purpose and Description of Job Role:**

To assist the Head of Corporate Risk in the provision of health and safety services throughout the force. We will look to the post holder to support a comprehensive health and safety service to ensure that the force maintains compliance with all its obligations. Balancing the operational priorities of the force in its response role whilst minimising the risks to our police officers and police staff means managers have to make some difficult judgement calls, which the successful candidate will assist them with by building effective working relationships and looking for safety solutions in this diverse and challenging work environment.

### **Specific Roles and Responsibilities:**

- To promote the Derbyshire Constabulary Health and Safety Policy in order to create a positive health and safety culture whereby all staff clearly understand their health and safety duties and responsibilities and are able to provide a high standard of policing service at minimal risk.
- Research, prepare and present reports to the Health and Safety Committee, specialist consultative groups and working groups on health and safety matters as required.
- Monitor the force injury on duty reporting system, ensuring all RIDDOR requirements are met and data is reviewed in order to identify and evaluate trends advising divisions and departments on risk reduction initiatives. Ensuring accuracy of data to allow information to be passed to Legal Services, as required appertaining to employee and public liability claims.

Our principles

Doing the right thing   Making a difference   Shaping the future



- Undertake workplace inspections to assess the condition of Force property. Report findings taking into account relevant organisational and legislative requirements and make recommendations as appropriate
- To maintain current suite of risk assessments and support staff with the development of new or operational risk assessments as required
- To work in conjunction with the Assets and Procurement Departments (and others as appropriate) to ensure effective contractor management from the point of selection through to onsite monitoring, including contractor liaison where appropriate
- To advise, plan and if required deliver Health and Safety training sessions and programmes in conjunction with the regional Learning and Development Team
- Develop and maintain effective liaison with both internal and external safety, health and environmental professionals and professional bodies such as the HSE, EMAS and Local Authorities
- To attend, as required, major operational incidents and exercises that have a Health and Safety implication.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post

### **Skills & Experience Required:**

#### **Essential:**

- Qualified to NEBOSH General Certificate in Occupational Health and Safety or an equivalent qualification.
- In possession of Technician Membership (Tech IOSH) of the Institution of Occupational Safety and Health (IOSH).
- Previous health and safety experience within a large multi-sited organisation with a proven ability to develop and deliver health and safety services.
- Previous experience in developing, implementing and reviewing policies, procedures and practices relating to health and safety.
- Previous experience of presenting reports to senior officers with a view to obtaining decisions for actioning.
- Comprehensive knowledge of all current health and safety legislation.
- Experience in undertaking and organising written risk assessments.
- Experience in accident investigation including undertaking workplace audits and inspections.
- Competent keyboard skills with use and familiarity of database systems including Microsoft Office applications.

### **Our principles**

Doing the right thing    Making a difference    Shaping the future



- Membership of a Continuing Professional Development (CPD) programme is required to maintain your skills, knowledge and experience.
- Access to own transport and be prepared to use your vehicle for duty purposes.

#### Desirable:

- In possession of or working towards a NEBOSH Diploma in Occupational Health and Safety or (an equivalent qualification).
- In possession of or working towards Chartered membership of IOSH.
- Experience in planning and delivering health and safety training.

### Personal Qualities:

We have identified 9 competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with Others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem Solving & Innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and Organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating & Influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal Development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering Results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer Focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Our principles

Doing the right thing    Making a difference    Shaping the future



**Operational & Technical Awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

Our principles

Doing the right thing   Making a difference   Shaping the future

