



Role Profile

HEALTH AND SAFETY LEAD OFFICER

Reference No.	A4293	Type	Individual
Service	Human Resources		
Job Family	Team Manager 2	Grade	FC9

Purpose

Focussing on specific remits, assist the HR Service Manager (Health, Safety and Wellbeing) with the implementation and maintenance of the highest standards of occupational health, safety and wellbeing across Fife Council. Ensure that health and safety governance arrangements are in place, monitored and audited. Ensure the health and safety management system is implemented and maintained across the Council and promote continuous health and safety improvement.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Day-to day line management of designated team members and cover for the Service Manager (Health, Safety and Wellbeing) as required. Prioritising and managing work requests. Authorising requests, e.g. holiday approvals/travel/expenses. Undertaking back to work interviews following absence.

Assisting with developing Section Plan and Personal Development Plans, and monitoring and ensuring performance. Managing staff development in conjunction with Service Manager and Lead Officer colleagues.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Considerable Health and Safety experience in a large multi-disciplinary organisation

Supervisory experience

E **D**

✓

✓

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Identifying emerging issues by keeping up to date with new legislation and Health and Safety best practice through for example networking/HSE website and other technical journals. Supporting team members with day-to-day enquiries/interpretation of legislation.	Educated to SCQF level 10, which includes an Honours Degree or equivalent including NEBOSH Diploma or equivalent qualification	✓	
Promoting and supporting the implementation of the Council's Health and Safety Policy commitments, providing or arranging competent advice, support, guidance and training as appropriate.	Understanding of current H & S legislation	✓	
Ensuring important information is communicated effectively to the organisation. Developing, consulting and seeking approval for Policies, Procedures and Guidance, including the maintenance of the document control system and document review programme. Allocating Policies, Procedures and Guidance to team members for development.	Experience of auditing and Policy development Communication skills	✓ ✓	
Engaging the Corporate Health and Strategy Group to advise on Policy changes. Providing support to the Group in discharging its role and functions. Developing briefing papers for the Council's Executive Team including Annual H & S Report.	Ability to produce written information to tight deadlines and to a high standard	✓	
Ensuring performance measures remain effective and support corporate plans and the Workforce Strategy. Providing an independent audit and scrutiny function, delivering a structured programme of Health and Safety audits and developing, measuring, collating and reporting on a range of agreed Health and Safety performance objectives. Appraising arrangements and practices to ensure they deliver effective and best value safeguards for the organisation.	Formal audit qualification Experience of Local Government		✓ ✓
Responding to serious incidents, analysing, advising and ensuring appropriate action is taken.	Ability to visit any of Fife Council's buildings at short notice		✓
Supporting the HR Service Manager (Health, Safety and Wellbeing) in the day-to-day delivery of the Councils health surveillance programme ensuring effective service delivery that meets statutory requirements and good practice. Including liaison with external occupational health provider in conjunction with HR colleagues.	Experience of delivering safety training e.g. IOSH Managing/Working Safely CMIOSH accreditation		✓ ✓

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Using organisational awareness and technical knowledge, identifying, developing and organising Health and Safety training to ensure an appropriate range of training and competence assessment is available. Monitoring training delivered by other Services to ensure quality and corporate message and up to date with current legislation.	Train the Trainer Qualification Experience of developing and delivering a range of H&S training courses		✓
Promoting and ensuring the use and development of electronic systems and the organisation's 'digital by default' journey. Managing the accident reporting process to ensure all preventative actions have been appropriately inserted and investigations conducted. Approving accidents or incidents to be reported to the HSE under RIDDOR Regulations.	IT skills and experience of promoting the use of technology Ability to persuade and influence a wide range of audiences	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.