

## Kent County Council

### Job Description: *Health and Safety Adviser*

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<b>Directorate:</b>	Strategic and Corporate Services
<b>Unit:</b>	Health and Safety
<b>Grade:</b>	KR10
<b>Responsible to:</b>	Health & Safety Business Operations Manager

#### **Purpose of the Job:**

To provide specialist health and safety advice and devise programmes of work that give practical support to assist the management, development and application of health and safety standards and policies across KCC

#### **Main duties and responsibilities:**

1. Support the Health and Safety Management team in developing strategy and practice to improve standards of health and safety across the full range of activities and issues relevant to KCC.
2. Provide specialist advice and professional support to managers and staff at all levels to raise awareness and help them to meet their responsibilities through sensible interpretation of legislation, guidance on the implications of current events and development of KCC policy.
3. Contribute to devising, monitoring and evaluating strategic and operational work plans that promote and secure high standards of performance in line with collective and service-specific objectives.
4. Investigate and monitor incidents/accidents, ensuring adherence to statutory reporting requirements and identify and respond to patterns of injury and ill-health, liaising with the enforcing authority as necessary.
5. Establish and participate in audit programmes to monitor performance and assist in targeting resources so that managers are helped to discharge their duties and in accordance with KCC policies and procedures.
6. Support and advise managers on health and safety training needs and deliver programmes to ensure managers and staff achieve a high level of competence and appreciation of their responsibilities.
7. Maintain pro-active, effective links with in-house advisers and specialists, trade unions, external agencies and partnerships in the interests of co-ordinated operations and to ensure that KCC's responsibilities are adequately discharged.

8. Attend and provide professional input at meetings/committees as required in order to promote awareness and improve health and safety performance in KCC.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Health and Safety Adviser*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NEBOSH Diploma / NVQ Level 5 Diploma in Occupational Health and Safety Practice (or working towards) or equivalent</li> <li>• Kent Manager (or undertake on successful application)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of advising, supporting and monitoring health and safety practice</li> <li>• Proven track record of building effective relationships with customers</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• excellent written, oral and interpersonal skills</li> <li>• ability to work collaboratively and effectively with a wide range of people</li> <li>• computer Literacy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• good knowledge of current and impending health and safety legislation, guidance and good practice</li> <li>• evidence of on-going CPD</li> </ul>
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>