



Job Description

Post Title:	Health and Safety Advisor
Directorate:	Integrated Transport Services - TfWM
Reports to:	Health and Safety Manager
Direct Reports:	0
Salary Band:	SP 28 - 32

Key Relationships: TfWM Integrated Transport Services, Bus Station Management team, Operational Assets, Facilities and Workplace Services, Organisational Development and Engagement team, Delivery Directorate TSU Health and Safety team, Owner's Representative team (West Midlands Metro), partners and stakeholders.

Role Purpose

The Health and Safety Advisor will support all aspects of health and safety activity overseen by the WMCA Health and Safety team, ensuring compliance is maintained in relation to the organisation's legal obligations relevant to health and safety.

The role will be responsible for providing competent Health and Safety advice with a particular focus on continuous improvement of health and safety management systems and processes, including compliance monitoring and audit across the broad remit of the WMCA.

The Health and Safety Advisor will support the Health and Safety Manager in the further development and delivery of a positive health and safety culture throughout the organisation.

Responsibilities

- Support the Health and Safety Manager in delivering an expert health and safety advice service to the WMCA, elected member, officers and partners;
- Work closely with managers to ensure appropriate support for health and safety related matters throughout the organisation;
- Assist in the effective delivery of the WMCA Health and Safety Strategy and associated delivery plans;

- Assist in the development, management and continuous review of WMCA Health and Safety policies, procedures, and guidance;
- Administer the corporate Safety Management System (SMS) including monitoring actions to improve the SMS;
- Manage and maintain arrangements throughout the organisation in respect of First Aid, Fire and emergency procedures, Display Screen Equipment and the effective Induction of new staff;
- Ensure Risk Assessments identify controls proportionate to the risk and are appropriately implemented to minimise future risks;
- Carry out proactive monitoring, inspection and auditing of safety arrangements in line with health and safety legislation, WMCA Health and Safety Policy and SMS;
- Investigate reports of accidents, incidents and near misses, determine their causes and make recommendations for improving recurrence prevention and controls;
- Assist in the preparation of Health and Safety performance reports and associated dashboards for submission to applicable forums;
- Provide support to and attend Safety Health and Environmental (SHE) Committee meetings;
- Develop and maintain a range of communication medium to ensure that staff are kept up to date with health and safety matters;
- Represent Health and Safety interests at various forums as necessary;
- Provide Health and Safety support to the organisation and deputise as required in the absence of the Health and Safety Manager.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Providing competent advice on health and safety matters	x		x	x	
Interpreting health and safety legislation and preparing health and safety policies, procedures, and guidance	x			x	
Proven track record of delivery health and safety within multi-disciplinary organisation	x		x	x	
Experience of externally audited management standards such as ISO45001:2018		x		x	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Working knowledge of current health and safety legislation and its application relevant to the role	x		x	x	
Good analytical skills, able to review information and determining the best approach	x			x	
Excellent communication skills, both written and verbal	x			x	
Knowledge of multi-modal transport systems safety		x		x	
Qualifications / Professional Memberships	E	D	App	Int	Other
NEBOSH General Certificate level or equivalent	x		x		
IOSH Membership – minimum TechIOSH	x		x		
An appropriate degree level qualification or appropriate alternative		x	x		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.