A close-up of a logo

Description automatically generated

|  |  |
| --- | --- |
| **Job Description** | |
| **Job Title:** | Health and Safety Advisor |
| **Directorate/Team:** | Chief Executive / People and Culture Services / Health and Safety |
| **Location:** | 16 Summer Lane or other site/location |
| **Responsible to:** | Health, Safety and Wellbeing Manager |
| **Responsible for:** | No direct reports |
| **Key working relationships:**  (internal) | People and Culture Services (Facilities & Workplace Services; Human Resources; Organisational Development & Engagement), TfWM (Integrated Transport Services; Network Resilience; Delivery Directorate; TSU H&S Team; Metro Owners Team) |
| **Key working relationships:**  (external) | External organisations including relevant industry bodies, operators, partners and stakeholders. |
|  | |
| **Purpose of the Post** | |
| 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 also support the Health and Safety Team in the further development and delivery of a positive health and safety culture throughout the organisation. | |
|  | |
| **Accountabilities** | |
| 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. | |
|  | |
| **Responsibilities** | |
| **Strategic** | |
| * Work flexibly and with integrity to meet the needs of the WMCA and Health and Safety function. * 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. | |
| **People** | |
| * Work closely with managers to ensure appropriate support for health and safety related matters throughout the organisation. * Develop and maintain a range of communication medium to ensure that staff are kept up to date with health and safety matters. * Provide support to and attend Health and Safety Committee meetings. * Represent Health and Safety interests at various forums as necessary. | |

|  |
| --- |
| **Operational** |
| * Support in delivering an expert health and safety advice service to the WMCA, elected member, officers and partners. * Administer the corporate Safety Management System (SMS) including monitoring actions to improve the SMS. * Manage and maintain arrangements throughout the organisation in respect of Display Screen Equipment, First Aid, Fire and Emergency procedures, 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 Health and Safety support to the organisation and deputise as required in the absence of the Health and Safety Manager |
| **Financial** |
| * Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities. |
| **Other** |
| * Represent the WMCA in a professional manner. * Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role. |

|  |
| --- |
| **Person Specification** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidates/post holders will be expected to demonstrate the following: | **Essential / Desirable** | | **How Evidenced?** | | |
| **Experience** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| 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** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| 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 |  |
| **Qualification / Education / Training** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| NEBOSH General Certificate level or equivalent | x |  | x |  |  |
| IOSH Membership – minimum TechIOSH | x |  | x |  |  |
| An appropriate degree level qualification or suitable alternative |  | x | x |  |  |

**\*Key: A** = Application, **I** =Interview, **T** = Testing/Assessment

|  |  |
| --- | --- |
| **Core Expectations** | |
| **Health, Safety & Wellbeing** | All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing. |
| **Equality & Diversity** | Promote and champion equality and diversity in all aspects of the role. |
| **Learning & Development** | Participate in and take responsibility of any learning and development required to carry out this role effectively. |
| **Performance Management** | Actively engage in the performance management process and take responsibility for managing performance outcomes. |
| **GDPR** | 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. |
| **Adherence to Policies** | Be aware of and comply with all organisation policies. |
| **Other** | There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis. |

|  |  |  |
| --- | --- | --- |
| **Values** | | |
| 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 Focussed | Works as part of team, managing and leading. |
| Service Driven | Customer, resident, and partner focussed. |
| **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. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional Post Requirements** | | | | | | | | | |
| **Essential**  **Car User** | | **Politically Restricted Post** | | **Disclosure and Barring Service (DBS)** | | | | **Vetting** | |
| Yes | No | Yes | No | Basic | Standard | Enhanced | None | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Evaluation Details** | | | |
| **Date Evaluation Agreed** | **JEP Reference** | **Grade** | **Job Family** |
|  |  | SP28 - 32 |  |