



ROLE PROFILE

Role Title:	Health and Safety Advisor
Rank/Grade:	(B) S02 (C) S02 (H) A5
Job Family:	Business Support
Reporting to:	Occupational Health Manager
Main purpose of the role:	To support the objective of achieving a healthy workforce in a safe environment by supporting the implementation of a H&S Strategy, providing health and safety advice, in line with policy, procedure and legislative requirements. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

Key Responsibilities	
<ul style="list-style-type: none"> • Provide professional expertise and advice to line managers on complex H&S issues, e.g. advice on Risk Assessment and ergonomic assessments (in some exceptional cases the H&S advisor may be required to write the risk assessment). • Develop, implement and audit policies and Standard Operating Procedures (SOPs) • Provision of quarterly and annual performance report in line with statutory responsibilities • Carry out a programme of audits and workplace inspections based on risk • To review accident and injury data and make recommendations. • Investigation of incidents and nr misses (where by its nature it is deemed necessary by the H&S advisor), and all RIDDOR reportable accidents. Provide advice to management on causation and remedial action to prevent reoccurrences. • Attendance at a limited number of specified H&S meetings • Quality assure the Tri force H&S training needs and content of appropriate identified H&S courses. • Act as a focal point for relevant external agencies, e.g. HSE, Home Office 	

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Entry Requirements
<ul style="list-style-type: none"> • NEBOSH Diploma H&S Qualification or equivalent. • Chartered Member of the Institute of Occupational Safety and Health (CMIOSH). • H&S experience. • Knowledge of effective health and safety management strategies and best practise. • Knowledge of current health and safety legislation and its application. • Excellent communication and influencing skills both written and verbal i.e. be confident at dealing with issues at middle management level through written report and meetings/presentations/training. • Must have excellent computer literacy including Microsoft office packages and other relevant software systems. • Experience of working on their own, with high degree of autonomy.

Any other General Requirements/Scope



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- Driving licence required as the post holder will be required to travel extensively between the three forces; arrangements for business insurance will need to be made by the post holder if using their own car.
- The post holder is expected to manage their hours and workload appropriately; however on occasions there may be the requirement to work outside of contacted hours.
- Vetting required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.