

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Health and Safety Assistant	Range 3	<p>Assist the Corporate Health and Safety (H&S) Manager in enabling the Council to meet the requirements of H&S law, supporting the implementation of H&S policies and procedures and ensure safe systems of work are in place.</p> <p>Support the culture of H&S awareness and promotion, compliance and continuous improvement, and the maintenance of safe systems of work, and help staff at all levels to understand their responsibilities and carry them out effectively.</p>	<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> GCSE's 4-9 or equivalent level 2 qualification, including maths and English <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of H&S legislation and regulations Awareness of risk assessments common to the workplace <p>Experience</p> <ul style="list-style-type: none"> Experience of working in an office environment undertaking administrative tasks effectively Some exposure to H&S responsibilities in the workplace Familiar with fire evacuation procedures Demonstrable experience of providing advice to others both verbally and in writing <p>Skills</p> <ul style="list-style-type: none"> Proficient in the use of Microsoft Office packages including Teams Able to use analytical skills to identify trends and patterns Able to communicate effectively with a wide range of audiences through a variety of communication methods, both oral and in writing, including the training of others Ability to work within recognised procedures 	<p>In addition to level A</p> <p>Qualifications</p> <ul style="list-style-type: none"> <p>Knowledge</p> <ul style="list-style-type: none"> Developed knowledge of H&S legislation, regulations and best practice Understanding of risk assessments and able to advise and guide others Knowledge of the Council's financial system, Integra <p>Experience</p> <ul style="list-style-type: none"> Experience in investigating accidents and incidents and undertaking risk assessments. Experience of supporting with H&S audits and inspections to ensure compliance Experience of ensuring that RIDDOR reports are correctly completed Experience of coordinating and contributing to Corporate H&S meetings Experience of preparing H&S and wellbeing related internal communications <p>Skills</p> <ul style="list-style-type: none"> Demonstrable ability to work within recognised procedures and respond independently to problems where there are no recognised procedures Able to deal with some pressure, interruptions and conflicting demands Good attention to detail and able to identify potential hazards and ensure compliance Able to publish documents on the intranet 	<p>In addition to levels A and B</p> <p>Qualifications</p> <ul style="list-style-type: none"> Level 3 NEBOSH H&S certificate or equivalent, e.g. NVQ Level 3 in Occupational H&S <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge and understanding of the Council's H&S policies and procedures <p>Experience</p> <ul style="list-style-type: none"> Experience of conducting H&S audits and inspections to ensure compliance with minimal supervision Experience of delivering basic safety training Experience of contributing to the development of H&S policies and procedures Assisting in the development of new initiatives to improve H&S Demonstrable experience of continuous improvement in an area of H&S <p>Skills</p> <ul style="list-style-type: none"> Able to use analytical skills to interpret complex information and situations Able to deliver basic H&S training or briefings independently

			<ul style="list-style-type: none"> Good organisational skills to maintain records and manage multiple tasks Ability to work well with others and foster a culture of safety in the Council Able to process invoices in a financial management system Ability to occasionally lift, carry, or push items of light or medium weights Ability to drive 		
Corporate H&S Manager	Range 6	<p>Act as the Council's competent person and expert to enable the Council to meet the requirements of health and safety (H&S) law. Ensure that safe systems of work are in place and that the expertise and profile of Occupational H&S is strengthened in all areas.</p> <p>Create a culture of H&S awareness and promotion, compliance and continuous improvement whilst minimising accident/incident occurrence and reducing reportable accidents/incidents.</p>	<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> A NEBOSH National Diploma in Occupational Health & Safety or equivalent level 6 professional qualification such as <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of H&S legislation, regulations and standards and current best practice in Occupational H&S Understanding of risk assessment methodologies, hazard identification and how to mitigate risk Knowledge of effective training methods and techniques Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding Familiarity with emergency response procedures and crisis management <p>Experience</p> <ul style="list-style-type: none"> At least 3 years previous experience in Occupational H&S roles such as H&S advisor, H&S officer, or safety coordinator Experienced in conducting risk assessments and implementing control measures and monitoring compliance with health and safety regulations 	<p>In addition to level A</p> <p>Qualifications</p> <ul style="list-style-type: none"> As in level A <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of stakeholder management An awareness of the One Medway Council Plan Knowledge of the Council's systems for recording and monitoring H&S related information. Detailed knowledge and understanding of the Council's Occupational H&S policies and procedures and contracts, and of the governance arrangements for Occupational H&S in the Council <p>Experience</p> <ul style="list-style-type: none"> Experience of contributing to or developing and implementing wellbeing initiatives for employees Experience of analysing data, identifying trends and formulating actions Experience of presenting Occupational H&S matters both written and orally to a variety of audiences 	<p>In addition to levels A and B</p> <p>Qualifications</p> <ul style="list-style-type: none"> As in level A <p>Knowledge</p> <ul style="list-style-type: none"> Extensive knowledge of H&S legislation, regulations and standards and current best practice in Occupational H&S An awareness of the Council's procurement process An understanding of the Council's Occupational Health provision and Employee Assistance Program and how they support good Occupational H&S <p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience of continuous improvement in safety practices and procedures Experience of contributing to procurement processes for Occupational H&S provision

		<ul style="list-style-type: none"> • Demonstrable experience of handling and reporting of workplace incidents • Experience of developing and delivering H&S training sessions to employees and managers • Demonstrable experience of Investigating workplace accidents and incidents and recommending preventive measures • Previous experience of supervising or line managing others 		
		<p>Skills</p> <ul style="list-style-type: none"> • Ability to identify potential hazards and assess risks in the workplace and put sensible controls in place to protect the workforce. • Skilled in investigating accidents and incidents to determine causes and prevent recurrence. • Demonstrable ability to conduct safety audits and inspection. • Ability to develop and deliver safety training programs for employees and managers • Effective communication skills to convey safety policies and procedures to employees and management and provide advice and guidance on H&S matters • Proficient in the use of Microsoft Office, Excel, PowerPoint, and Teams • Able to drive and have access to a vehicle for work purposes • Ability to occasionally lift, carry, or push items of light or medium weights • Good organisational and time management skills, able to prioritise and manage own workload • Good customer service skills 	<p>Skills</p> <ul style="list-style-type: none"> • Able to communicate with a variety of stakeholders both internally and externally, adapting style and delivery to meet the needs of the audience, including representing the Council on Occupational H&S matters • Proficiency in analysing data and trends to make informed recommendations and decisions to improve workplace safety • Demonstrable ability to take a proactive approach to promoting H&S and to raise awareness of hazards and adherence to safe working practices and procedures in the workplace • Able to build trust, rapport, and understanding when working and collaborating with others, good interpersonal skills • Good attention to detail and ability to plan and keep track of deadlines • Able to line manage others effectively 	<p>Skills</p> <ul style="list-style-type: none"> • Demonstrable ability to analyse data and trends and present recommendations to management to address issues and improve H&S in the workplace • Advanced problem-solving skills, able to think creatively • Ability to coach, mentor, inspire and influence colleagues to become safety champions • Expert in identifying risk and presenting realistic and practical solutions in relation to Occupational H&S