

JOB DESCRIPTION

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| Job Title | Health and Safety Advisor | Responsible for | Nil Staff |
| Business Unit | People Services | Scale/Rank | PO(B) |
| Business Area | Health and Safety | Fixed/Flexible/Field | Flexible |
| Department | Health and Safety | Vetting Level | RV |
| Reports to | H&S Manager | Date Reviewed | October 2020 V0.2 Draft |

POSITION SUMMARY

Provide professional health and safety advice and support to all those in the employ of GWP.

The postholder will improve performance through the implementation of an appropriate health and safety management system and will drive a positive safety culture across the organisation as well as assisting in the timely delivery of associated underpinning health and safety management action plans and operational programmes.

PRINCIPAL RESPONSIBILITIES (TOTAL: 80%)

Note: These statements are intended to describe the general nature of the job and are not intended to be an exhaustive list of all responsibilities, skills and duties.

| Key Activities/Elements | | Total: 80% |
|-------------------------|---|------------|
| 1 | Responsible for the effective implementation of GWP H&S management system in their region and achieving continuous improvement. | 8% |
| 2 | Liaising with relevant internal and external stakeholders including suppliers, partner groups, and departments and enforcing authorities to represent GWP or the H&S team | 2% |
| 3 | Responsible for undertaking and reviewing risk assessments and accident investigations as required, ensuring that corrective actions identified are implemented and significant remedial risks highlighted to senior management. | 10% |
| 4 | Co-ordinating the planning and implementation of the H&S external benchmarking and internal audit and inspection programmes for their region. | 5% |
| 5 | Acting as a system administrator for the Force E-Safety electronic information management system in their region to ensure the accurate inputting, recording and analysis of reported accidents, near misses and other H&S data | 15% |
| 6 | Responsible in co-operation with the Estates department for the development, co-ordination, implementation and monitoring of emergency arrangements across GWP estate including Personal Emergency Evacuation Plans (PEEPs), force wide fire evacuation programme | 10% |
| 7 | Undertaking research on Health and Safety matters and legislative changes, highlighting relevant information to the H&S Manager to assist in ensuring that GWP Health and Safety policies and procedures meet changing legislation, Force requirements, NPCC and professional best practice guidelines. | 5% |
| 8 | Responsible for ensuring that H&S information relating to their region is available and current both on the GWP intranet site and locally | 5% |
| 9 | Responsible for the provision, analysis and reporting of H&S management information to meet senior management requirements. | 5% |
| 10 | Responsible for delivery of designated training/briefing sessions | 5% |
| 11 | Responsible for the provision of technical advice on health and safety issues. | 5% |
| 12 | Responsible for conducting Health & Safety inspections and audit programmes to meet legislation/Force policy, identifying potential hazards and recommending appropriate remedial action where necessary | 5% |



GENERAL TASKS – STAFF LEVEL (TOTAL: 20%)

1. Planning

- o Budget management and influence
- o Prepare and then control Business Plan

2. Finance

- o Communication with finance for budgetary control.
- o Able to read, analyse and interpret financial information
- o To be cost effective in all contracts and purchasing undertaken in the department.
- o Proactively look to take cost out of department / business through efficiency and automation

3. Reporting

- o Attend regular meetings with the senior management to report on activities, forecasting and results
- o Run meeting within own Team

4. Human Resources

- o Provide strong leadership to the Team and manage their performance including annual and monthly target setting
- o Ensure annual succession planning and training plans.
- o Act as a coach and mentor to the Team members
- o Promote equal opportunity and positive action employment practices

5. Performance Management

- o Development and performance management of employees
- o Drive participation of PERFORM within given timescales

6. Team Building / Communication

- o Sharing best practice sharing
- o Develop effective relationships
- o Ensuring effective communication

7. Quality and Compliance

- o Compliance with the force's policies and procedures
- o Ensure the delivery of effective customer and support service in line with any agreed service standards.
- o Undertake and participate in Bench Marking activities and survey requests
- o Must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.

8. Administrative / Miscellaneous

- o General administration
- o Undertaking of any activities commensurate with grade and skill set of the position
- o Attendance of required training
- o Participating in the performance review process including the requirement for CPD
- o Attending meetings and events inside and outside the force area

9. Health, Safety and statutory compliance



- o Support and enable the use of GWP Health & Safety Policies and procedures.
- o Take reasonable care of own and others safety
- o Direct all work activities in a way that promotes and encourages good health and safety behaviours
- o Promote and implement systems that have been developed to enhance health and safety at GWP
- o Encourage participation in health and safety activities 'leading by example'
- o Assist in the event of fire and other emergencies as a fire warden. This primarily entails acting in accordance with training/information provided in taking the lead in ensuring their current work zone is cleared of persons in the event of a fire alarm activation and reporting to the fire marshal at the assembly point. Further details specified in the GWP fire policy.
- o In accordance with training/information provided conduct or review risk assessments including those associated with work with display screen equipment. Further details specified in the GWP DSE arrangements.
- o Where nominated by the H&S/Estates Manager acting as a fire marshal. This primarily entails acting in accordance with training/information provided as the co-ordinator for the building response in the event of a fire – confirming where relevant that fire brigade have been notified- taking reports from marshals at the assembly point – liaison with fire brigade – deciding on building re-occupation arrangements. Further details specified in the GWP fire policy.

10. Wellbeing

- o To engage and support the Force's Wellbeing Agenda
- o To actively seek to optimise your own physical and psychological Wellbeing wherever possible.
- o To actively challenge discrimination and stigma
- o To actively support the psychological and physical wellbeing of your colleagues/ team and encourage an empathetic culture within policing.

11. Sustainability

12. It is every employee's responsibility to help us achieve this ambition and contribute to reducing their individual carbon footprint, as well as working towards the departmental and organisational objectives, in line with our Sustainability Strategy.
13. As a line manager you have a direct responsibility for reducing your department/business area's carbon footprint, in line with our Sustainability Strategy goals and objectives.

OTHER SPECIFIC TASKS FOR THIS ROLE

KNOWLEDGE, SKILLS AND ABILITIES

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| Education level and/or relevant experience(s) <ul style="list-style-type: none"> • Application Form/ Test/ Certificate/ Interview • Word Count (500) | <ul style="list-style-type: none"> a□ Minimum NEBOSH Certificate (NVQ Level 3) working toward NVQ Level 5/6. b□ 2 years of relevant experience in the field working for a large and diverse organisation. c□ Working experience and knowledge of MS Office. |
| Knowledge and skills <ul style="list-style-type: none"> • Application Form/ Interview | <ul style="list-style-type: none"> d□ Ability to work under pressure and still ensure critical dates are met e□ Ability to travel to and work across a multi-site environment at |



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| <ul style="list-style-type: none"> Word Count (500) | <p>short notice to locations throughout the Force and on occasions throughout the UK</p> <p>f□ Ability to produce non-standard letters, memos and reports for internal and external use</p> <p>g□ Excellent communication skills, both written and spoken word</p> <p>h□ Ability to follow document control and quality review procedures</p> <p>i□ Ability to quickly understand, adapt to and apply new procedures and systems</p> <p>j□ Strong team member with good organisation and interpersonal skills</p> <p>k□ Able to build lasting relationships with key internal and external stakeholders to raise the profile of the Health and Safety Team</p> <p>l□ Working knowledge of H&S reporting and management systems</p> <p>m□ Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable.</p> |
| Other requirements | <ul style="list-style-type: none"> |
| We are emotionally aware <ul style="list-style-type: none"> Interview | <ul style="list-style-type: none"> I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling. |
| We take ownership <ul style="list-style-type: none"> Interview | <ul style="list-style-type: none"> I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen. |
| We are collaborative <ul style="list-style-type: none"> Application/ Interview Word Count (500) | <ul style="list-style-type: none"> I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all. |



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| <p>We deliver support and inspire</p> <ul style="list-style-type: none"> • Interview | <ul style="list-style-type: none"> • I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made. • I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. • I ensure that everyone understands their role in helping the police service to achieve this vision. • I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these. • I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. • I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment. • I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners. • I motivate and inspire others to deliver challenging goals. |
| <p>We analyse critically</p> <ul style="list-style-type: none"> • Application/ Interview • Word Count (500) | <ul style="list-style-type: none"> • I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. • I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. • I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. • I use my knowledge of the wider external environment and long-term situations to inform effective decision making. • I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support. |
| <p>We are innovative and open-minded</p> <ul style="list-style-type: none"> • Interview | <ul style="list-style-type: none"> • I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. • I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. • I work to create an innovative learning culture, recognising and promoting innovative activities. • I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. • I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing. |

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