



Job Description –

Job Title: Senior Safety Officer	Service Area: Licensing & Regulatory Services
Division/Section: Health & Safety Team	Job Number: 40801
Grade: PO4	Date last updated: May 2022

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Overall Purpose of Job

To contribute to one or more of the major service objectives of the Council's public protection strategy and Departmental Service Plan.

To deliver public protection outputs for the Licencing & Regulatory as directed.

To improve the quality, safety and standards of occupational health and safety in premises that fall within the enforcement remit of Newham. Provide an excellent service to businesses, employees and the self-employed through action in range of intervention strategies, including enforcement, education and advice.

Job Context

1. The postholder reports to the appropriate Team Leader of the Service.
2. The postholder will have responsibility for financial matters including procurement, the authorisation of works in default, approving expenditure, purchasing equipment and contract/project management of up to £5k.
3. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements. He/she will also be expected to work remotely in the field or at any suitable office location.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. To participate in public protection and occupational health and safety related operations and/or projects to ensure that various technical functions and associated work are performed effectively and to service objectives.
2. To contribute and lead in the formulation and implementation of operational policies and initiatives carried out by the Licensing & Regulatory Service.
3. To actively work with the Team or Service on technical issues and service delivery matters and implement Team decisions for service and work improvements.
4. To report to the Team Leader on all appropriate matters concerning the activities, duties, responsibilities of staff within the Team and/or project.
5. Show awareness of different learning styles and needs. Develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day to day technical support for colleagues.
6. To investigate, survey, inspect and report on and resolve cases involving premises and systems of work for which the council is the relevant health and safety enforcement authority. Show a detailed understanding of options including legal enforcement action and other public protection related activities and services, including occupational health and safety, public safety and nuisance issues.
7. To commission procurement activity for minor works in default, supervise contractors and other third party providers including authorising payments, quality control and audits in relation to the delivery of statutory activities and other public protection related services, including occupational health and safety, public safety and nuisance issues.
8. To process technical and other data held electronically and assist with the development of the business process and activity reports concerned with outputs and performance indicators.
9. Understand the appropriate IT systems for business improvement and promote data quality and integrity at all times.
10. To inspect and survey buildings and systems of work including the preparation of schedules of work, defects, plans, accident investigation reports and risk

assessment/risk control techniques as part of a programmed inspection regime or of a planned project.

11. To investigate service requests in relation to technical, public health or occupational health and safety matters and take the appropriate action having regard to service and corporate objectives and performance standards.
12. Gather evidence under statutory guidelines such as the Police & Criminal Evidence Act and prepare legal cases for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions, debt recovery and compensation claims.
13. Contribute to the production of guidance, protocols and advice notes on technical and legal aspect of public protection law and practises.
14. To investigate the causes and consequences of accidents and dangerous occurrences formally notified to the Council and to take appropriate action using the full range of enforcement powers available under the Health and Safety at Work etc Act and its associated Regulations and codes of practice.
15. To act as professional witness in matters of occupational health and safety law and administration as it relates to the Council's duties, and support colleagues involved in similar activities.
16. To actively promote effective communication both inside and outside the Group through meetings, briefings and other media.
17. Take appropriate action to maintain budgetary control for works in default activities, contracts and projects. Assist in the maintenance, management and control of associated budgets. Ensure that all fiscal activity accords with the Council's Standing Orders, financial regulations and statutory requirements.
18. To prepare and present accurate written and/or verbal reports, briefings and presentations to senior managers, Councillors and MP's.
19. To be flexible, able to cover more than one service area at any time and take on new duties and responsibilities.
20. To participate in the recruitment and selection of staff, including temporary staff and consultants.
21. Represent the Group at meetings, working parties, interagency gatherings at local, sub regional and regional level.
22. To maintain relationships with internal and external partners and stakeholders particularly the local business community to ensure the delivery of key outputs and performance indicators.
23. To act as the Council's responsible authority for health and safety for formal consultations, for example for licensing and planning issues.

24. Have an understanding of customer care and the service needs of clients, ensure the delivery of high quality customer service.
25. To ensure that adequate records and databases are maintained including statutory registers to enable the efficient operation of the work of the Team and assist with the timely production of information for case reviews, appraisals and performance indicators.
26. To prepare protocols, procedures, guidance and other documentation relating to occupational health and safety and to public protection. Ensure effective and consistent service delivery having regard to customer care and the Council's equality objectives following the requirements of the management team of the Group.
27. To promote work patterns within team structures to ensure continuous business improvement, motivate colleagues and improve team working.

NB: Some of the activities above may involve work in confined spaces, on ladders or other environments where health and safety may be compromised

Person Specification

Job Title: Senior Safety Officer	Service Area: Licensing & Regulations
Division/Section Health & Safety Enforcement Team	Job Numbers: 40801
Grade: PO4	Date last updated: May 2022

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE</p> <p>1. Extensive knowledge of occupational health and safety within the local government framework including the enforcement and regulatory functions and the application of all relevant legal and practical principles.</p> <p>2. Knowledge of the main functions of a local authority public protection and the wider determinants of public protection within the context of environmental health.</p> <p>3. Knowledge of developments in the field of occupational</p>	<p>Application form/Interview/Test</p> <p>Application form/Interview</p> <p>Application form/Interview/Test</p>

<p>health and safety and of the sociological, demographic and geographical demands and constraints of inner city Boroughs.</p> <p>4. Understanding of construction and safety technology, surveying techniques and schedules of work, application of risk assessments and the framework of occupational health and safety law as it relates to rights and responsibilities.</p> <p>5. Knowledge of licensing and prior consent law such as licensing and planning law as it relates to public safety and occupational health and safety.</p> <p>6. An understanding of the Council's Vision and corporate aims for the service political structure and operation.</p> <p>QUALIFICATIONS</p> <p>7. To hold an appropriate Environmental Health Registration Board approved academic qualification - an MSc or BSc (Hons) in Environmental Health or an Occupational Health and Safety equivalent degree or vocational qualification in a related technical field and to have professional membership of a recognised body e.g. IOSH and to demonstrable equivalent knowledge of the field gained in a safety regulatory regime.</p> <p>8. Evidence of continuing professional (CPD) development.</p>	<p>Application form/Interview/Test</p> <p>Application form/Interview/Test</p> <p>Application form/interview</p> <p>Application form/certificate</p> <p>Application form/Interview</p>
<p>EXPERIENCE</p> <p>9. Experience of core aspects of public protection work including the legal and technical application of occupational health and safety law to standards safe premises and safe systems of work and the rights and responsibilities of employers, employees and the self-employed.</p> <p>10. Extensive experience of the use and application of the Health and Safety at Work etc Act 1974 and other principal acts, regulations, codes of practice and statutory guidance as it relates to occupational health and safety law to such a level that will enable the authority to authorise the post holder for the full range of the powers of inspectors and for the service of notices and the seizure of plant, equipment and materials as detailed in the Health and Safety at Work etc Act 1974.</p> <p>11. Experience of supervising staff and providing advice and support on complex occupational health and safety cases, including accident investigation.</p>	<p>Application form/Interview</p> <p>Application form/Interview/Test</p> <p>Application form/Interview</p>

<p>12. Experience of taking formal enforcement action such as the service of notices or the instigation of the prosecution for offences.</p>	<p>Application form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>13. High degree of literacy and numeracy skills with appropriate application to the business. To prepare and present accurate written and/or verbal reports, briefings and presentations to senior managers, Councillors and MP's.</p> <p>14. Ability to lead, support and assist colleagues in resolving complex cases within the team.</p> <p>15. Ability to communicate effectively at all levels in a clear and concise manner.</p> <p>16. Ability to take ownership of the whole process, manage projects, workload and casework to times and budgets.</p> <p>17. Ability to take the lead and make effective interventions and sound technical judgements on occupational health and safety standards through use of the full range of powers.</p> <p>18. Ability to use equipment & IT applications to a high level of competency and interpret electronic information accurately.</p> <p>19. Ability to work with minimum supervision and flexibly within a team.</p> <p>20. To inspect and survey buildings and systems of work including the preparation of schedules of work, defects, plans, accident reports and the use of assessment techniques and equipment.</p> <p>21. To investigate the causes and consequences of accidents and of dangerous occurrences formally notified to the Council as the relevant enforcing authority and to direct similar investigations carried out by the team for these and other accidents and dangerous occurrences that take place on Council property or to Council employees or visitors.</p> <p>22. Gather evidence under statutory guidelines such as the Police Criminal Evidence Act, for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions, appeals, coroners inquests, debt recovery and compensation claims particularly in relation to occupational health & Safety ty and licensing matters.</p>	<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>

<p>23. To actively promote effective communications both inside and outside the Group through meetings, briefings and other media.</p> <p>24. To assist in the preparation of, and contribute to, the annual service planning process and the formulation of indicators and measurement of outputs.</p> <p>25. Have an understanding of customer care and the service needs of clients ensure effective and consistent delivery of high quality customer service.</p> <p>26. To participate in public protection and occupational health and safety related operations and/or projects to ensure that various technical functions and associated work are performed effectively and to service objectives.</p> <p>27. To contribute and lead in the formulation and implementation of operational policies and initiatives carried out by H&S Enforcement.</p> <p>28. Show awareness of different learning styles and needs. Develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day-to-day technical support for colleagues.</p>	<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>29. Commitment to achieving equal opportunities in both employment and service delivery.</p> <p>30. Willingness to make well informed decisions.</p> <p>31. Commitment to delivering an effective, improving and high quality service.</p> <p>32. Champions a learning culture with an understanding of different styles.</p> <p>33. Effective interpersonal skills with excellent communication ability.</p> <p>34. Inspires others as a positive example through enthusiasm and interest.</p>	<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>