

Job Title:	Health and Safety Adviser	Job Band:	Band 4
Reporting to:	National Health Safety and Environment (HS&E) Manager	Size of Team:	Varies regionally (circa 6-8)
Direct Reports:	Varies regionally (circa 6-8)		

Keeping all of our patients and St John People safe is a key priority for SJA. The Health and Safety Adviser Business Partner (H&SBP) is a member of the Health, Safety (H&S) and Environment team – this team reports, via the National Health, Safety and Environmental Manager, directly to the Chief Operating Officer (COO). The post holder will be responsible for maintaining their professional standing within relevant professional bodies e.g. Institute of Occupational Safety and Health (IOSH), key focus on primary and statutory legislation, applicable industry best practise, risk reduction and compliance.

The H&SBP will be required to build effective relationships and networks of stakeholders, internally and externally across the diverse functional business areas – providing the competent person support, advice and guidance across broad spectrum of Health, Safety and Environment to Directors, Managers and Teams within their designated area(s) of responsibility.

The post holder will be an active member of service area(s) management team(s) and provide both a proactive and reactive support role – highlighting lapses in, or concerns in relation to health and safety affecting all of the organisations activities. They will be an integral part of incident and accident investigations, ensuring that lessons learnt and good practises are shared appropriately within their service area(s) and reported back centrally to support wider risk management processes. Post holders will manage, directly and through supportive actions/relationships, statutory requirements within their area(s) and be central contact for all H&S enforcement bodies.

Key Responsibilities

- Provide competent, professional business focused and risk based advice to the Director(s) and other senior managers in their designated service area to enable them to carry out their statutory duties with regard to health, safety and the environment.
- In agreement with the National HS&E Manager develop a consistent approach to ensuring HS&E management systems are in place, in use, and appropriately reported.
- Provide regular monitoring information and statistical data as agreed or required.
- Manage the activities of local health and safety officers. Oversee their role in the agreed service monitoring schedules and any locally agreed health and safety activities.
- Carry out health, safety and environment, and Incident investigations as necessary in pursuit of reducing incidents of injury, ill health or damage to SJA assets or staff - Report incidents, dangerous occurrences and ill health with regard to Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Manage processes and systems in specialist aspects of HS&E related statutory requirements including Asbestos, Fire and Legionella.
- Provide advice and expertise in support of maintenance, refurbishment and the demolition of premises under the control or ownership of SJA so that it is carried out in accordance with relevant policies and guidance, Construction (Design and Management) regulations and HS&E legislation.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to travel including some overnight stays



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level (Grade C) or equivalent inc Maths & English	✓	
NEBOSH general Certificate or equivalent	✓	
Holder of Tech OSH or equivalent	✓	
Full UK driving licence	✓	
Experience		
Significant experience in a health, safety and environment role in a multi-site environment	✓	
Experience in conducting risk assessments, incident investigations and monitoring of requirements.	✓	
Proven experience of providing competent and reasoned advice to managers on HS&E topics.	✓	
Proven experience of making reasoned and risk - based decisions on the relative importance/urgency of HS&E concerns exposed in the course of their duties.	✓	
Experience in the management of Fire, Asbestos, Legionella and other similar risks.	✓	
Skills, knowledge and abilities		
Up to date knowledge of good practice and the relevant statutory requirements	✓	
Excellent written, verbal and negotiation skills and able to work with people at all organisational levels	✓	
Ability to use Microsoft applications at intermediate level.		✓
Ability to manage and coordinate projects and associated management systems	✓	
Skilled at prioritisation, decision making and problem solving	✓	
Ability to interpret and implement changes in legislation, communicating outcomes to relevant parties within SJA.	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: IA

Date of preparation: 20/03/2019