

## Job Description

**Job Title:** Lead Busway Health and Safety Officer

**Reports to:** Road Safety Manager

**Grade:** P2

### Overall purpose of the job

The Busway Health and Safety Team provides expertise in all health and safety related matters and focuses on supporting the Council's arrangements for complying with the Health and Safety at Work Act 1974 and associated legislation, providing oversight and assurance that Health and Safety is being effectively managed across the busway business.

The Busway Lead Health & Safety Officer will provide health and safety advice and guidance, taking the lead in data analysis activity and the production of management information reports supported by the Health and Safety Busway Officers. The role will support the team in various ways to ensure a professional and efficient service is delivered to CCC employees and external customers and partners to promote a safety first culture.

This role will involve carrying out high, medium and low risk assessments and reviews, identifying recommendations for improvement. This role will be responsible for the development and maintenance of the health and safety of the Busway operations, and management of the Busway Health and Safety Officers. Delivering good customer service is essential in this role.

Acting as the Lead Health and Safety Officer specific to the Busway and all associated routes to maintain customer trust and create a 'safety first' approach to all Busway activities.

Participating in the delivery of Health & Safety training, seminars and briefings.

### Main accountabilities

1.	<p><b>Service Delivery</b></p> <p>Delivery of an effective Health and Safety function, which supports a strong health and safety ethos and awareness across the Busway operation on a safety first basis.</p> <p>Engages and works collaboratively with customers and stakeholders, to provide advice and guidance which ensures a consistent approach to the implementation of health and safety policies across the busway and associated services and network.</p> <p>Provides advice and support to internal and external customers on interpretation of health and safety legislation and council standards.</p> <p>Responsible for carrying out health and safety management audits and inspections for areas with high, medium and low risk activities.</p> <p>Support and advise colleagues, including senior managers, to enable them to fulfil their health and safety related roles and responsibilities.</p>
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	Design, develop and deliver health and safety training, briefings and presentations to enable the Council to ensure that managers and workers have the necessary competence to fulfil their health and safety responsibilities.
2.	<b>Customer Focus</b> Establish and develop a trusted customer-focused relationship with the team managers across CCC and Partners; as well as to support the identification and delivery of Partner objective priorities.
3.	<b>Incident Reporting</b> Monitor and review reports of incidents, occupational diseases, dangerous occurrences and “near misses” so that appropriate investigations may be carried out and, in appropriate circumstances, the relevant enforcing authorities can be notified. Where necessary, this will involve liaison with other members of the Health and Safety Team.
4.	<b>Employee Consultation &amp; Engagement</b> Provide general assistance and support to the Road Safety Manager and Busway Health and Safety Officers in their role including undertaking research and support for policy development as directed including where appropriate reviewing and updating documents and supporting project delivery through visits, reviews, delivery of workshops and training developed by or with the Busway Health and Safety Officers.
5.	<b>Policy and project work</b> Assist in the delivery of appropriate health and safety projects as directed by the Road Safety Manager according to agreed parameters, adhering to corporate project management methodologies, standards and procedures.
6.	<b>Monitoring Compliance</b> Monitor and review health and safety performance through investigation of incidents, near misses and dangerous occurrences. Maintain the Council’s incident database and ensure that incidents requiring reporting to the Health and Safety Executive are done so in a timely fashion Report significant findings from monitoring activities to the Road Safety Manager and relevant members of the Busway Health and Safety Team so that matters requiring remedial actions can be identified and implemented.
7.	<b>Equality, Diversity and Inclusion</b> Demonstrate an awareness and understanding of equality, diversity and inclusion. Create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.
8.	<b>Risk Management</b> Ensure that a safe and healthy working environment is maintained. Ensure that risks are identified and action is taken to reduce these. Take ownership of tasks and deliver on outcomes briskly, and encourage team members to be dynamic and brisk in responses.
9.	<b>Net Zero Target</b> Able to contribute to our commitment of becoming a Net Zero organisation by 2030.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to Degree level or equivalent experience	Relevant subject	Desirable
Level 3 or above health & safety qualification	NEBOSH National Certificate in Health and Safety or equivalent	Essential
Membership of relevant health & safety profession	Technician Membership of IOSH (TechIOSH) or equivalent with evidence of on-going CPD	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Health & Safety Legislation	Good knowledge of Health & Safety law and case law.	Essential
Policies and Procedures	Knowledge of local government activities, policies and procedures	Desirable
<b>Skills</b>		
Communication and influence	Excellent communication skills, verbally and in writing. Able to design and deliver effective informal and formal presentation to individuals or groups that influence and achieve buy in.	Essential
Working Relationships	Strong interpersonal, consultative skills, with the ability to form effective working relationships with a wide range of audiences.  Has the personal qualities and skills that promote open and constructive working relationships with colleagues at all levels.	Essential
Managing Risk	Able to offer risk-based advice to support decision making and to support a healthy appetite for risk reduction across the organisation.	Essential
Influencing and constructive challenge	Evidenced and demonstrable influencing skills and ability to positively challenge across all levels of the organisation, particularly at a senior level.	Essential
Results focussed	Highly results focussed but able to understand and respond to the concerns raised by others in an empathetic, constructive way.	Essential

Leadership and management	Ability to lead, motivate and empower team members and achieve high levels of performance and success.	Essential
Flexibility and agility	Working in an agile, flexible way and capable of utilising technology to deliver business-focused solutions.	Essential
Managing conflict / working under pressure	Confident in managing conflicting priorities and pressures through effective decision making. Able to work effectively under pressure to find solutions.	Essential
<b>Experience</b>		
Experience of working in a Health & Safety role	Experience of working in a relevant Health, Safety and Wellbeing role where a significant component of the role is the provision of advice and support to internal and/or external customers to secure compliance	Essential
Analysing data	Ability to analyse and interpret management Information to inform decision making and recommendations. Experience of risk management, using management information effectively to support arguments	Essential
Innovation/Creativity	Proven track record of finding creative solutions to emerging issues.	Essential
Policy Development	Good experience of H&S policy development.	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

### Disclosure level

What disclosure level is required for this post?	<b>None</b>	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into?	Fixed	Hybrid ✓	Field	Remote	Mobile
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