**Health & Safety Business Partner**

**Directorate:** HR Services, Customer and Digital Services

**Reports to:** Health & Safety Manager

**Grade: P2** (£41,045 - £44,062)

**Job Purpose**

Work in partnership with managers and other H&S colleagues to deliver a comprehensive and professional Health & Safety service, contributing to a strong and positive health and safety culture and level of awareness across the Council, thereby protecting the Council’s employees and reputation.

This role will build effective customer relationships which encourage collaboration and inform decision making. Understanding and responding to customer needs, both internal and external, and delivering a service which makes a real difference to how the organisation manages health and safety risks.

**Accountabilities**

**Customer Focus**

The Health and Safety Business Partner will develop a business partner and customer focused relationship with a dedicated part of the Council to provide specialist health and safety advice, guidance and training to enable the organisation to ensure that statutory obligations are met. Understanding the complexities of the different environments in which the services operate and the nuances of those for the health and safety implications are a fundamental aspect of this role.

Keep abreast of changes to the various industry standards that apply to the service to understand and advise on the areas and levels of risk carried, ensuring that advice and guidance is tailored appropriately to the audience.

Support a pragmatic and practical health and safety agenda to ensure that the council has arrangements in place for the effective management of health, safety and welfare.

Works as the Lead Adviser for a specific Service and develop a business partner and customer focused relationship with a dedicated portfolio of services, keeping up to date with service priorities, challenges and initiatives through management meetings.

Develops and publishes strategic health and safety policies and guidance which are well communicated and understood across the Council and Local Authority Maintained Schools, ensuring compliance with legislation and best practice.

Works closely with customers to deliver specialist technical knowledge to ensure health and safety best practice, industry standards and statutory requirements are met to enable effective delivery of the council’s legal, moral and economic responsibilities.

Lead as the subject matter expert for health and safety, works closely with colleagues to provide updates, advice and guidance which enhances their knowledge and further embeds health and safety culture and supports customers in the use of technology to self-serve.

**Incident Investigation**

Where serious incidents occur the postholder will attend site with key personnel and be accountable for carrying out a thorough investigation including, review paperwork, interview people and writing an investigation report for the service Director/School Head Teacher and HSE where applicable. Accountable for producing an action plan and then monitoring progress and delivery against those actions. Managing reputational risk for the council by ensuring that the investigation is sufficiently thorough to satisfy internal and external scrutiny.

Monitor and review reports of incidents, occupational diseases, dangerous occurrences and “near misses” to ensure that certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) are reported to the Health & Safety Executive within the timeline stated within the regulations.

Ensure that managers/School Heads are clear on their responsibilities in this regard and provide coaching and advice as needed to respond to incidents as they arise.

# Monitoring Compliance

# Assists the Health and Safety Manager in providing assurance to the Council’s leadership team that services are operating in accordance with health and safety law and CCC policy.

# Identify, plan and carry out regular audits in business partner areas to highlight where the main compliance concerns are. Determine which areas to focus the audit on, gain agreement from the H & S service lead for the Directorate and produce reports accordingly.

Identify, assess and mitigate high level risk in relation to health and safety matters.

# Monitor and review health and safety performance for the assigned council services through audits, inspections, site visits, incident investigations etc. to enable continuous improvement of health and safety in stakeholder and customer organisations. Deliver reports to highlight findings and recommendations and ensure that these are appropriately acted upon and followed up. Escalate concerns where necessary, including liaising with enforcing authorities when required.

# Report significant findings from monitoring activities to relevant managers and, where relevant, to other members of the Health and Safety Team so that matters requiring remedial actions can be identified and implemented.

# Conduct construction project site visits as required to support CCC managers to monitor compliance during the project.

**H & S Training**

Develop and deliver training for managers and employees on a full range of Health and Safety activity and policies, to enable Cambridgeshire County Council to successfully discharge its health & safety responsibilities by providing training, advice, and assurance across the council, including CCC controlled schools, and to external clients. Contribute to the development of effective and efficient digital solutions as part of the Council’s overall health and safety management system.

Drive improved management of H &S within the Council by coaching and guiding managers to be more confident and competent with their corporate H & S responsibilities to embed good practice across the organisation. Upskill managers to carry out their own risk assessments effectively where possible, and provide professional support where required, to develop competence in reviewing third party risk assessments provided by partners and contractors.

Advocate for the service by taking every opportunity to promote the importance of the health and safety advisory function, to support a positive health and safety culture across the council and promote health and safety awareness and good practice to internal and commercial customers.

# Commercial Services

# Identify customer health and safety needs and develop appropriate best practice solutions to sustain current business streams. Identify and develop opportunities to on board new Academies and other purchasers of H&S services

# Health & Safety in Procurement

# Support the Procurement Team to ensure key health and safety requirements are met by contractors to provide assurance of their competency so that they do not create risk/loss.

# Ensure that there is suitable guidance and assist/train managers to evaluate contracts as required.

# Ensure CCC doesn’t harm our contractors (and others) whilst conducting their duties. Ensure that there is suitable and sufficient pre-qualification questionnaire (PQQ) core criteria available for managers and taking all reasonable steps to ensure that they are competent in understanding their responsibilities in this regard.

# Performance Management

# Assist the Health & Safety Manager to measure health and safety performance throughout the organisation by collating, recording, processing and presenting data in accordance with statutory (e.g. Trades Union Consultative Groups) and service requirements (e.g. for presentation at management level health and safety coordinating groups and relevant sub-groups).

# Review and monitor the implementation of Service Health and Safety Action Plans and advise relevant Service Health and Safety Coordinators so that appropriate actions can be put in place to achieve the delivery of those plans.

# Management Information

Analyse and interpret workforce information for management teams. Highlight trends and patterns and recommend solutions as necessary to meet trends, shortfalls and planned changes and ensure that managers are aware of these. Ensure that management information is produced and delivered quarterly, and that meaningful analysis leads to tangible actions for both the service and Health & Safety to act on.

**Partnership**

Work collaboratively with other teams and services located within CCC to identify and address areas of common concern / interest.

Work in partnership with internal and external organisations and providers as directed by the Health & Safety Manager to develop an integrated and multi-agency approach to health and safety management.

Identify and/or develop relationships with key stakeholders or partners, e.g. Insurance section and Emergency Planning Section, School Improvement Team, Property Compliance in the interests of furthering and promoting the business of the team and the Council’s approach to health and safety management.

Works collaboratively with stakeholders to provide a support and advice service, together with the necessary tools and guidance enabling them to effectively manage health and safety hazards associated with Council activities and its commissioned services.

**Project Management**

Undertake appropriate health and safety projects as directed by the HSW Manager according to agreed parameters, adhering to corporate project management methodologies, standards and procedures.

Act as the H & S lead, providing expert advice to projects delivered across the council, consulting on all aspects of the project in the planning and delivery stages. Monitor contractors throughout project and provide regular reports on H&S performance.

**Inclusion**

Ensure that all aspects of Health & Safety practice and advice is mindful of and fosters an inclusive culture, where each individual is valued for their contribution. Challenge practices to break down barriers to equality and encourage diversity through policy, guidance and practice.

**Person Specification**

**Education and Qualifications**

* Educated to degree level (NEBOSH/NCRQ Diploma)
* Evidence of continuing professional development and expert knowledge in relevant professional area and is a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH or CFIOSH) or GradIOSH (and working towards Chartership or equivalent).
* PTTLs/ AET or Train the Trainer
* NEBOSH Construction/Fire - Desirable

**Experience and Knowledge**

* In depth knowledge of health and safety legislation and best practice and in depth knowledge of effective health and safety management systems
* Experience of developing, implementing and operating ‘sensible’ health and safety policies and procedures
* Demonstrable experience of developing and delivering targeted health and safety training
* Experience of undertaking health and safety audits and developing improvement plans
* Proven experience as a health and safety adviser within an organisation with a wide range of health and safety risks
* Competent in conducting curriculum specific audits within schools, these will include thorough knowledge of Design Technology and school science audits following the CLEAPSS best practice model and British Standards.
* Competent in conducting health & Safety audits in the Management of Radioactive Sources following the CLEAPSS best practice model.

**Skills**

* Excellent customer service skills with experience of building collaborative relationships by engaging with services and influencing and challenging decision making
* Ability to communicate effectively both verbally and in writing
* Can design and deliver effective informal and formal presentation to individuals or groups
* Has the personal qualities and skills that promote open and constructive working relationships
* Confident in the use of Microsoft Windows packages, in particular Word, Excel and PowerPoint.
* Ability to analyse and interpret complex information and offer appropriate professional advice to managers.
* Able to manage conflicting priorities and pressures through effective decision making
* Ability to work in a team to ensure that best practice Health & Safety solutions are shared and delivered effectively and efficiently to the business, ensuring customer focus is maintained and pragmatic decisions are made where appropriate
* Uses initiative to plan and complete tasks to meet objectives and targets.
* Work autonomously and or as part of a team to achieve results.