



PERSON SPECIFICATION

Post Title:	Health & Safety Officer
Portfolio:	Safety Security& Home Affairs
Responsible to:	Portfolio Director SS&HA
Responsible for:	None
Grade:	Band D

Job Purpose

To improve the lives of all within our community and help the island thrive by being a responsible Safety Officer implementing and ensuring compliance with SHG occupational health and safety (OHS) guidelines. The primary role will be advising on measures to minimize hazards and maintain a safe working environment across SHG meeting legal safety standards and cultivating a culture of prioritizing health and safety.

Health and safety professionals play a vital role in protecting employees in the workplace. You will play a crucial role in promoting a safe working environment by advising on safety measures, conducting risk assessments, and enforcing preventative measures. The primary goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety.

Main Duties and Responsibilities

1. Develop and implement Health and Safety (H&S) policies and programmes for SHG
2. Advise and instruct SHG staff on various safety-related topics (noise levels, use of machinery etc.)
3. Conduct risk assessment and enforce preventative measures on behalf of SHG to personnel
4. Review existing policies and measures and update according to legislation
5. Initiate and organize H&S training of employees and executives through working with HR and the H&S training budget
6. Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
7. Report any unsafe acts or processes that seem dangerous or unhealthy to SLT in SHG via the SS&HA Portfolio Director



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8. Record and investigate incidents to determine causes. Identify solutions to prevent reoccurrence and work with law enforcement authorities on any further legal action.
9. Prepare reports on occurrences and provide statistical information to upper management
10. Use your knowledge and experience to control risks at work and ensure that SHG meet safety standards. The work will typically involve helping to plan and implement new policies and procedures to raise or maintain safety standards, monitoring and reviewing those policies and procedures to ensure their effectiveness, and implementing new protective and preventative measures as required by law or by the organisation they work for.
11. Preparing health and safety strategies and developing policies; carrying out risk assessments; liaising with authorities to ensure compliance with mandatory regulations; investigating accidents on sites and producing subsequent reports and recommendations; and carrying out site inspections to check policies and procedures are being properly implemented.
12. As part of your role you will be expected to review existing policies and measures, organize H&S training, inspect premises and work activities, investigate incidents, and prepare reports on occurrences. You will be expected to identify hazards, and promote a culture of health and safety in the workplace.
13. Participate in training relevant to the role and duties to be undertaken.

Special Conditions

Occasional out-of-hours working in order to support service delivery may be required

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met	ii
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary.	ii



PERSON SPECIFICATION

Keeps relevant parties informed on the progress of a plan or programme	
Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.	iii
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information Shares and implements good practice with others Works with senior management and other stakeholders	iii
Communication: Ensures important messages are understood. Ensures written communications are well structured and have clear meaning. Presents information so that it has a positive impact on the recipient. Engages well with others to understand their needs and aspirations.	iii
Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Encourages employees to embrace and contribute to change. Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change	iv
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures	ii
Managing Resources: Promotes and enforces appropriate business rules.	ii



PERSON SPECIFICATION

Deals with varied situations with limited guidance.

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Level 3 Certificate in occupational health and safety	E	✓	
GCSE Grade C in English and Maths	E	✓	
Valid Class A Driver's Licence	E	✓	
Knowledge & Experience:			
Considerable knowledge of potentially hazardous materials or practices	E	✓	✓
Experience in writing reports and policies	E	✓	✓
Familiarity with conducting data analysis and reporting statistics	E	✓	✓
Willingness to gain in depth knowledge of legislation (e.g. OSHA/EPA) and procedures	E		✓
Skills and Abilities:			
Proficient in MS Office;	E	✓	✓
Working knowledge of safety management information systems	D	✓	✓
Outstanding organisational skills	E		✓
Diligent with great attention to detail	E		✓
Excellent communication skills with the ability to present and explain health and safety topics	E		✓
Patience and diplomacy	E		✓
Ability to understand industrial processes and analyse complex data	E		✓
An investigative mind and an interest in the law	E		✓
a dedicated individual who strictly adheres to H&S best practice	E		✓
Focused on preventive measures, requiring attentiveness and proactive thinking	E		✓
Detail orientation is essential, especially during emergencies.	E		✓
Other:			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		✓



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Contribute to a positive working environment ensuring commitment to equality and diversity	E		✓
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Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/A