



JOB DESCRIPTION

Job Title	Safety Officer		
Service	HR&OD		
Reporting to			
Grade	11		
Evaluation ref:	AG0074	Job Family ref:	
Role Purpose			
<p>Safety Officers contribute to the delivery of effective health and safety services across the Council, supporting the safeguarding of employees, volunteers, elected members, and the wider public. The role works closely with managers and staff to ensure understanding of and compliance with health and safety policies, procedures, and statutory responsibilities, helping to embed a positive safety culture across services.</p> <p>Through a combination of advice, training, and proactive inspection, Safety Officers help identify risks, promote good practice, and support improvements in health and safety management. The role provides practical guidance to services, responds to requests for support, and contributes to maintaining safe working environments by ensuring that risks are effectively managed and controlled in line with organisational and legal requirements.</p>			
Accountabilities			
<p>Delivers an advisory and facilitating role to establishments and departments to maintain or improve the personal health, safety and welfare of employees, service users and/or members of the public.</p> <p>Will undertake an agreed programme of inspection and audit:</p> <ul style="list-style-type: none">• Through inspection, will identify good and weak practice and the need for significant changes to resource allocation – plus equipment and process management that supports service delivery.• Subsequently, can direct local managers in this regard to prevent harm from occurring to people.• Would be expected to discuss significant findings and recommendations with more senior professionals prior to issuing such direction. <p>Has authority to enter premises unannounced and intervene as required to prevent the imminent likelihood of serious injury or as delegated by the Strategic Manager or Principal Safety Officer.</p> <p>Examples of work to be carried out are as follows, (however, the time spent on each activity will fluctuate depending on the reactive workload at any one time):</p> <ul style="list-style-type: none">• Reactive response to requests for support and guidance from departments/clients.			

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- Prepares and delivers H&S training sessions on internal and external training courses to clients.
- Co-ordinates and delivers presentations on H&S issues.
- Undertakes site inspections and audits of health and safety management arrangements and generates associated reports.
- Undertakes accident investigations as required.
- Produces Draft Guidance, Circulars, Codes of Practice, Draft Policies.
- Participates in small/medium projects, e.g. a campaign with a service.
- Takes on a lead role in each aspect of service delivery.
- Provides advice, guidance and endorsement to Educational Establishments and Corporate Services seeking to organise and deliver off-site visits and activities for young people.
- Supports Educational Establishments and Corporate Services with the planning and response to emergency situations.
- Co-ordinates H&S Meetings.
- Maintains professional qualifications through attendance at IOSH Continuous Professional Development (CPD).

Impact

Deals directly with employees within departments and client organisations, establishment managers, head teachers, governors.

Requires tact, sensitivity, and diplomacy, as well as influencing and motivational skills.

Responsible for the service delivery of specified contracts.

Will frequently represent the Health and Safety Service on internal and external working groups/associations.

Monitors and influences designated departmental H&S planning and other issues by way of attendance at meetings at all levels, by phone or by correspondence.

In conjunction with the Strategic Manager liaises with the enforcing body (normally HSE).

Supports Insurance Section and their nominated legal representatives in relation to Employers' Liability and Public Liability claims made against Somerset Council

Assists in bid preparation and procurement processes for internal and external clients.

Maintain systems re accident reporting/risk assessment to ensure Somerset Council has an effective H&S Management System in line with HSE requirements.

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Knowledge / Experience / Skills / Qualifications		
	Essential	Desirable
Knowledge		
Sound knowledge of Health & Safety legislation, guidance and best practice (e.g. HSE frameworks and statutory responsibilities).	X	
Understanding of risk assessment processes and accident/incident investigation requirements.	X	
Knowledge of auditing, inspection methodologies and compliance monitoring in a multi-site environment.	X	
Awareness of organisational H&S management systems and the principles of embedding a positive safety culture.	X	
Knowledge of H&S requirements in education or public sector settings (e.g. off-site visits, young people activities).		X
Understanding of Employers' and Public Liability processes and link to H&S practice.		X
Awareness of procurement and contract-related H&S considerations.		X
Experience		
Experience of providing practical H&S advice and guidance to managers or service areas.	X	
Experience of delivering training, briefings or presentations on health and safety topics.	X	
Experience of investigating incidents/accidents and identifying root causes and controls.	X	
Experience of undertaking inspections, audits and producing reports with recommendations.	X	
Experience of working within a complex organisation (e.g. local authority or multi-service environment).		X
Experience of working with enforcement bodies or supporting legal/insurance processes.		X
Experience of contributing to policy, guidance or codes of practice development.		X
Qualifications/Registrations/Certifications		
Evidence of continuing professional development in health and safety practice.	X	
Recognised Health & Safety qualification (e.g. NEBOSH General Certificate or equivalent).	X	
Commitment to maintaining professional competence in line with IOSH CPD expectations.	X	
Membership of a relevant professional body (e.g. IOSH) or working towards.	X	

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Higher level H&S qualification (e.g. NEBOSH Diploma or equivalent).		X
Chartered or Graduate IOSH membership.		X
Training qualification (e.g. award in education/training) to support delivery of H&S learning.		X
Skills		
Ability to analyse risks, interpret findings from inspections, and recommend practical solutions.	X	
Ability to work collaboratively with a range of stakeholders and build positive working relationships.	X	
Effective organisational skills to manage reactive and planned workload (inspections, audits, investigations).	X	
Strong communication skills with the ability to influence, advise and challenge constructively at all levels.	X	
Ability to deliver engaging training sessions and presentations.		X
Confidence to intervene and take decisive action where there is risk of serious harm.		X
Report writing skills, including drafting guidance, policies or technical documents.		X
Working Conditions		
Dimensions of the role		
Working Arrangements		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: October 2024