

Designation:	Health and Safety Officer (Commercial Services)
Grade:	Stroud 5
Hours:	37
Location:	Ebley Mill
Job Purpose:	To assist in delivering the work of the Health and Wellbeing Service's Commercial Services Team
Responsible to:	Commercial Services Manager
Responsible for:	Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for accuracy.

KEY DUTIES

To assist in the provision of an effective service for enforcement of occupational health and safety matters arising within the District, for which the Council has a statutory enforcement responsibility, in accordance with performance criteria adopted by the Council, including the following:-

- Routine inspection of commercial premises in the District,
- Development of intervention programmes based on the national priorities set by the Health and Safety Executive.
- Administration of licenses/consents and approval of premises where appropriate,
- Investigation of complaints, enquiries, accidents and incidents,
- Gathering and preparation of evidence to support legal proceedings.
- Participation in routine food and water sampling programmes.
- Participation in promotional and educational events including the delivery of training courses.
- Exercise appropriate statutory enforcement powers, having regard to the authorisations conferred by the Head of Health and Wellbeing on behalf of the Council.
- To assist in the arrangements for the public burial of deceased persons where necessary and carry out associated administrative tasks, including the recovery of costs.
- To assist in the delivery of the Council's port health function.
- To assist in the investigation and control of statutory nuisances arising from commercial premises including drainage defects and accumulations and deposits of refuse.
- To assist the Commercial Services Manager /Safety Adviser in providing an in-house health and safety advisory service including participation in safety audits of Council services; delivering training courses; advising managers of safe working practices and assisting in the development of documented

policies and procedures.

- To keep accurate records of all work and maintain the computer database system in accordance with agreed procedures.
- To assist in any emergency either within the officer's direct area of responsibility for the time being or more generally and to undertake such other duties as may reasonably be required, including work outside normal office hours in an emergency or by prior arrangement as appropriate.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
 - An understanding of administrative processes and systems
 - Experience of staff management
 - Experience of managing budgets and expenditure.
 - Experience of working with the public
 - IT Literate
 - Ability to manage own time and workload
 - Possess suitable and appropriate recognised qualifications and competencies that satisfy the authorisation requirements of the relevant legislation
- Ability to undertake work of a range of advanced activities confined to one function which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- The level and complexity of the nature of the work required by the postholder will require an appreciation of the legislation and a willingness to consider imaginative solutions
- Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Responsible for the proper use and safekeeping of instruments and other monitoring equipment.

TRAVEL DESIGNATION

Car User (mileage allowance at agreed rate).

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.