

# Job description

## Corporate Health and Safety Adviser

- Grade: PO5
- Reports to: Senior Corporate Health and Safety Adviser
- Direct reports: None
- Your team: Corporate Health and Safety
- Service area: Human Resources
- Directorate: Resources

### Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

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This post requires a DBS check at the appropriate level (Basic)

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

The post of a Corporate Health and Safety Adviser plays a critical role in fostering a safe, healthy, and legally compliant work environment. The role serves as the bridge between

regulatory requirements and practical implementation, ensuring that both employees and the employer are protected from harm and liability.

The post ensures good workplace safety and health by identifying risks, developing policies, and promoting a positive culture of health, safety and compliance. Responsibilities include advice on legal duties to prevent accidents and occupational illnesses, conducting audits and delivering training.

## Key responsibilities

### 1. Safety Culture Development

- a. Support senior leadership in embedding a proactive, positive safety culture.
- b. Promote integration of health, safety, and welfare into everyday management across all council services.

### 2. Safety Systems and Policy Design

- a. Lead the creation and promotion of safety management systems, policies, and procedures.
- b. Collaborate with managers, head teachers, and safety reps to implement tailored solutions for diverse operational needs.

### 3. Legislative Compliance and Professional Standards

- a. Stay informed on evolving health and safety legislation and innovations.
- b. Review and update council policies and practices to maintain legal compliance.
- c. Maintain professional development through IOSH's CPD scheme.

### 4. Strategic Reporting and Recommendations

- a. Provide regular updates to Directors and Heads of Service on safety performance and emerging issues.
- b. Offer actionable recommendations to improve health, safety, and welfare outcomes.

### 5. Auditing and Action Planning

- a. Conduct audits of the council's occupational health and safety management systems.
- b. Develop and monitor action plans to address audit findings and improve compliance.

### 6. Training and Competency Development

- a. Advise on training needs and support the development of training plans to ensure staff have the necessary skills and knowledge to manage health and safety risks effectively.

## **7. Stakeholder Engagement and Communication**

- a. Foster strong relationships with internal and external stakeholders, including trade union representatives and enforcement officers.
- b. Promote collaboration and effective communication across services.
- c. Support the corporate and departmental health and safety committees and working parties as the health, safety and welfare competent person.

## **8. Risk Assessment and Hazard Control**

- a. Provide expert support in preparing and reviewing risk assessments.
- b. Advise on hazard identification, risk evaluation, and implementation of control measures.

## **9. Monitoring and Evaluation of Safety Practices**

- a. Oversee the implementation of corporate policies, risk assessments, and safe working practices.
- b. Monitor and record progress on work programmes or projects, applicable across the council.
- c. Ensure consistent application and effectiveness of safety measures across the council.
- d. Contribute to the development and maintenance of emergency and evacuation procedures.
- e. Use environmental monitoring equipment to assess workplace conditions and recommend improvements.

## **10. Resource Management**

- a. Assist with the monitoring of the corporate health and safety budget.
- b. Oversee a small fund for departmental safety initiatives, ensuring cost-effective resource allocation.
- c. Contribute to the development of the council's occupational health and safety intranet including updating and publishing health and safety information.

## **11. Drug and Alcohol Testing Programme**

- a. Assist with coordinating random testing activities, ensuring confidentiality and proper procedures. Support managers and union reps in handling sensitive aspects of the programme.
- b. Work flexibly including out of hours and weekends, where necessary to support random alcohol and drugs testing programme.

Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

# Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

1	Professional Qualifications	Essential
	Certified or Chartered Member of the Institution of Occupational Safety and Health.	
	NEBOSH Diploma, NVQ Level 5/6, NCRQ Diploma, a degree in Occupational Health and Safety or	
	equivalent.	Essential
	Experience working in a health and safety environment within a local authority or similar organisation.	
	Experience advising managers, employees, and stakeholders on complex occupational health and safety issues.	
		Essential
	Strong understanding of current health and safety legislation and regulations, including knowledge of fire safety issues, and a range of preventative and promotional safety measures.	

Point	Criteria description	Essential/desirable
4	<p>Inspection and Risk</p> <p>Ability to conduct occupational health and safety inspections, audits, risk assessments, and accident investigations.</p> <p>Ability to collate, analyse, and interpret statistics, hazards, and risks to produce recommendations and guidance.</p>	Essential
5	<p>Performance Monitoring and Continuous Improvement</p> <p>Ability to set targets, monitor performance, and evaluate service delivery to drive continuous improvement.</p>	Essential
	<p>Ability to advise on, prepare, and deliver training to managers and staff on health and safety matters.</p>	Essential
	<p>Ability to research, prepare, and write concise reports, policies, and procedures.</p> <p>Skilled in presenting information clearly to varied audiences.</p>	Essential
	<p>Ability to engage and work collaboratively with head teachers, line managers, trade unions, and employees.</p> <p>Skilled in negotiation, persuasion, and influencing decisions on health and safety issues.</p> <p>Ability to build effective working relationships with key stakeholders.</p>	Essential
	<p>Proficient in using Microsoft Office (Excel/Word) and other digital systems and technology tools to generate and manage health and safety information.</p>	Essential

Point	Criteria description	Essential/desirable
10	Professional Development	Essential
	Demonstrate personal responsibility for maintaining and developing professional knowledge and expertise.	
		Essential
	Ability to plan, prioritise, and organise workloads effectively.	
	Capable of working independently with minimal	Essential
	Willingness and ability to work flexibly, including out-of-hours and weekends, particularly in support of the random drugs testing programme.	

**Our accreditations**



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with