

# Health & Safety Adviser

## Cabinet Office - Office of Human Resources

### What will you do?

You will be part of our team who provide a specialist, effective central health and safety advisory function for the Isle of Man Government's Departments and Offices. Assisting the Head of Health, Safety & Welfare, you will work with the team to develop and deliver action plans that reflect the risk and strategic business objectives of the Departments and Offices.

### What does that involve?

#### Key Responsibilities

You will:

- Act as the link officer for a range of Departments/Offices for general queries and for the development and delivery of the agreed action plans.
- Act as the lead officer in a range of specialist health and safety topic areas related to your background skills, knowledge and experience.
- Contribute to the development of policy, procedures and arrangements that reflect corporate and Departmental/Office risks and needs.
- Provide advice, carry out inspections, accident investigations, audits and reviews to assist with the continuous improvement of health and safety management.

#### Main Duties

##### Corporate Working

You will support the Head of Health, Safety & Welfare in:-

- Identifying and developing Isle of Man Government's strategic risk profile.
- Identifying priorities and allocating the resources of the team.
- Developing and implementing corporate policies and guidance which enable Departments and Offices to make proportionate arrangements.
- Arrangements for the design and delivery of a programme of health and safety training for staff across the organisation.
- Representing the Central Health, Safety & Welfare Team at meetings and events, as appropriate.

##### Advice and Support

- Work with managers and staff to identify, assess and manage risks proportionately.
- Provide appropriate, relevant information, advice and guidance through one to one meetings, briefings, guidance and training.

- Facilitate and support managers in the development and running of consultative forums and health and safety committees/management meetings.
- Participate in the investigation accidents and incidents where appropriate

#### Audit and Review

- Carry out a programme of inspections and audits
- Maintain a solution focused outlook, providing clear options and recommendations that reflect reacting to particular situations, but also a proactive contribution to continuous improvement.

#### Any Other Duties

- To perform such duties, as required, that are reasonable within this role and relate to the delivery of the central health, safety and welfare service or the work of Cabinet Office.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
NEBOSH Diploma or equivalent	<b>E</b>	CV/Checks
Chartered Member of the Institute of Occupational Safety & Health	<b>E</b>	CV/Checks
Evidence of certificated continued professional development	<b>D</b>	CV
Minimum of 2 years post Diploma qualification experience in an occupational health and safety role	<b>E</b>	CV/Interview
2 years experience working in an environment delivering a range of public services.	<b>D</b>	CV/Interview
Practical experience of implementing a risk assessment programme with outcome follow up	<b>E</b>	CV/Interview
Practical experience of providing proportionate, practicable advice and guidance including carrying out inspections, accident investigations and producing reports	<b>E</b>	CV/Interview
Previous experience of designing and delivering health and safety training.	<b>D</b>	CV/Interview
Has open conversations	<b>E</b>	Interview
Addresses the issues	<b>E</b>	Interview
Builds supportive relationships	<b>E</b>	Interview
Is professional and credible	<b>E</b>	Interview
<b>Capability</b>		
Have a proactive and analytical approach to problem solving taking into account divergent and conflicting priorities when making recommendations	<b>E</b>	CV/Interview
Knowledge of performance measurement techniques applicable to health & safety issues.	<b>E</b>	CV/Interview
Knowledge of Isle of Man Government policies and procedures	<b>D</b>	CV/Interview
Good verbal and written communication skills, with the ability to be both clear and persuasive	<b>E</b>	Interview
Future focused	<b>E</b>	Interview
Makes considered decisions	<b>E</b>	Interview
Encourages innovation and supports change	<b>E</b>	Interview
<b>Character</b>		
Be both a team player and able to work on own initiative	<b>E</b>	Interview
Be self-motivated, reliable and conscientious	<b>E</b>	Interview
Trust and is trusted	<b>E</b>	Interview
Has positive energy and drive	<b>E</b>	Interview

Inspires, motivates and empowers	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application/Checks
Full IOM / UK Driving License	<b>E</b>	Application form/Checks
Access to a vehicle	<b>E</b>	CV/Interview