

SINGLE CORPORATE SERVICES

Governance and Risk Health and Safety

Job title:	Health and Safety Advisor	<i>To be completed by HR Job Reference Number</i>
Reporting to:	Health and Safety Manager & Senior H&S Advisor	
Accountable to:	Head of Health and Safety	
Pay Band:	5	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

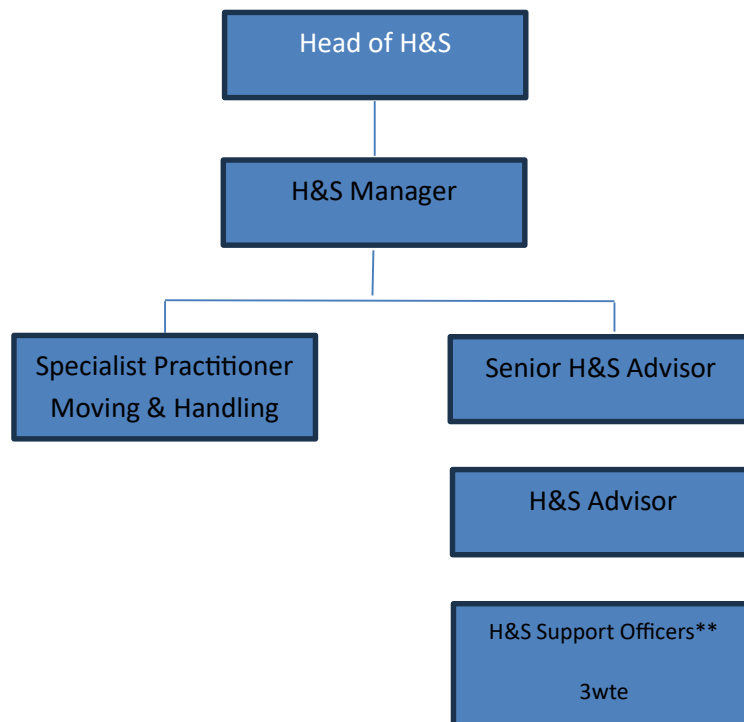
Job purpose

To ensure both Trusts meet their legal and regulatory obligations associated with health and safety management and to ensure that there are robust arrangements in place to continue to be well led organisations.

Job summary

- Promote a positive Health and Safety culture throughout the Trust's, ensuring good standards of Health and Safety are implemented and maintained across a large complex acute NHS Trust.
- Participate in undertaking a program of Health and Safety audits and inspections for healthcare premises and Trust teams communicating findings throughout relevant care groups/divisions/committees
- Provide specialist advice and support to all levels of staff on Health and Safety best practice, ensuring compliance with current legislation and best practice.
- Advise and support managers and Health and Safety leads in the completion of risk assessments and safe systems of work.
- Undertake accident and incident investigation, reviewing trends for thematic learning, prevention, and improvement.
- Support with Health and Safety training needs by delivering appropriate training packages throughout the organization to a wide audience/staff group.

Organisational Chart



****Line Management structures TBC**

Specific Core Functions

1. Undertake audits and inspections that align with Trust policies and procedures.
2. Produce basic reports that may contain sensitive or contentious Health and Safety information.
3. Undertake non complex accident and incident investigation.
4. Provide basic advice and guidance to all levels of Trust staff on all aspects of Health and Safety management, safe systems of work and risk assessments.
5. Support with Health and Safety evaluations and assessments of working environments for individuals and teams.
6. Undertake basic analytical and statistical review of accident and incident trends, formulating recommendations and reports as necessary within the scope of the role.
7. Support the development and review of Health and safety policies and guidance that will enable the Trust's to maintain compliance with relevant statutory compliance.
8. Maintain accurate records, spreadsheets, and databases for a wide scope of Health and Safety activities.
9. Support with audit programme for the service – providing advice and guidance to peer professionals on the formulation and completion of routine audits.
10. Provide line management, support, supervision, to junior and less experienced staff within the team delegating tasks where appropriate.

11. Be proactive in the prevention and management of staff incidents and when they occur investigating and supporting in a timely manner.
12. Work closely with partners/teams and services throughout the organisation whose specialist functions and roles contribute to matters of organisational Health and Safety.
13. Support the delivery of a variety of Health and Safety specific training modules including, patient Moving and Handling.
14. Create a culture for learning and development that will sustain person centred safe and effective care.
15. Support the development of resources that will support the learning and skills of junior members of staff and peers throughout the wider service.
16. Co-ordinate and develop promotional material for Health and Safety campaigns.
17. Support in updating the Health and Safety intranet pages.
18. This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
19. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Key Responsibilities

Communication and Working Relationships

The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;

- a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
- b) providing and receiving complex or sensitive information,
- c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

The post requires developed physical skills to fulfil duties where there is a specific requirement for speed or accuracy. This level of skill may be required for advanced or high-speed driving; advanced keyboard use; advanced sensory skills or manipulation of objects or people with narrow margins for error, or the post requires highly developed physical skills, where accuracy is important, but there is no specific requirement for speed. This level of skill may be required for manipulation of fine tools or materials.

Patient Client Care

Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

Financial Management

The post holder will be an authorised signatory for small cash/financial payments.

Management/Leadership

The post holder is responsible for day-to-day supervision or co-ordination of staff within the Health and Safety team. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

Information Resources

The post holder is responsible for the operation of one or more information systems at department / service level where this is the major job responsibility.

Research and development

Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Specialist qualification in Occupational Health and Safety at Work (EG NEBOSH Cert) or significant, demonstrable relevant experience	Training Qualification Patient Handling experience / knowledge Moving & Handling trainer's certificate	
Experience	<p>Ability to communicate information to individuals/groups/committees in a comprehensive way.</p> <p>Ability to plan and organise basic activities or programmes underpinning relevant H&S topics and legislative requirements.</p> <p>Confident in preparing and delivering basic written reports.</p> <p>Confident to deliver training, presentations and/or reports to individuals, groups and or committees.</p> <p>Ability to work autonomously, and as part of a team with integrity and confidentiality, managing own workload and demands</p> <p>Confident to communicate and share best practice in Health and Safety to multidisciplinary groups and all levels of staff throughout the organisation</p> <p>Ability to handle difficult or complex situations with compassion and sensitivity.</p>	<p>Project management</p> <p>Experience of working within a care/ healthcare/NHS environment</p>	
Knowledge	<p>Have knowledge of legislation and regulations relevant to scope of role.</p> <p>Competent in the use of a wide range of software eg: Microsoft office, Risk Management system, Sharepoint</p>	<p>Ability to make sound professional judgement on a broad range of Health and safety issues, with the autonomy to intervene where unsafe practice is identified</p>	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.