Health and Safety Officer
£33,437 - £41,025
Cityserve
Working 36.50 hours per week

Cityserve is the leading education catering and cleaning provider in Birmingham. We provide facilities management services to over 450 schools in the city and this is an opportunity to work for a large and successful operator.

We are looking for a Health and Safety Officer to join us in a newly created role that will see you, through the provision of competent, proactive and comprehensive safety services, take all reasonable steps in enabling Cityserve to ensure the safety, health and wellbeing of its employees, and the health and safety of others who may be affected by the employers’ undertaking.

To be successful, you must hold a NEBOSH Diploma in Occupational Health & Safety or equivalent, and have experience in successfully leading and advising on health and safety compliance.

You must be confident and resilient with well-developed influencing and negotiating skills, and have an established track record of building positive and productive relationships.

For informal enquiries contact Dale Guest on 0121 464 6490

Ref: PE5042017

Closing Date: 8 January 2018

A Disclosure and Barring Service (formerly Criminal Records Bureau) check will be undertaken.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
People Directorate

Job Description

Post: Health & Safety Officer          Grade: GR5
Division: Cityserve                    Section: Governance and Compliance

1. **Job Purpose**

1.1 Through the provision of competent, proactive and comprehensive safety services, take all reasonable steps in enabling Birmingham City Council to ensure the safety, health and wellbeing of employees and health and safety of others who may be affected by the employers undertaking.

2. **Duties & Responsibilities**

2.1 To provide advice, support and guidance in respect of health and safety legislation and safe working practices and champion health, safety and welfare so as to ensure compliance with statutory requirements and good practice. Deal with all health and safety and food hygiene requirements.

2.2 To support and work closely with managers, directors and safety committees to ensure that risks are identified and assessed and that activities are prioritised and co-ordinated to further control and mitigate risks, including the development of safety plans, work programmes and performance measures.

2.3 To advise on the developments within health and safety and the implications of business change in Cityserve and support the employer in adapting and implementing revised policy and arrangements as required.

2.4 To lead and participate in consultations with trade union representatives / employee safety representatives regarding health, safety and welfare issues.

2.5 Monitor and investigate accidents, analyse statistics to establish underlying causes, identify trends and recommend action where necessary.

2.6 Lead and support the development of health and safety policy, guidance and toolkits.

2.7 To lead and undertake audits, inspections and assessments, and to support and work closely with the Training Manager and City Kitchen Team to ensure compliance.
2.8 Undertake inspections for Health and Safety, food hygiene and food standards compliance.

2.9 Within the context of personal skills and areas of expertise develop, deliver and contribute to the delivery of a training programme.

2.10 Maintain an awareness of factors that may affect Birmingham City Council's school meals services and its trading partners.

2.11 Maintain an awareness of key strategic and policy issues within Birmingham City Council and act in accordance with its values and behaviours.

2.12 Take personal responsibility for maintaining a comprehensive knowledge on developments within health and safety in waste management and for maintaining and developing personal skills to support you in your role.

2.13 Act both independently and with authority as a safety practitioner and with others within Safety Services and the business towards common purpose and objectives.

2.14 Liaise and work with other professional support services including legal services in respect of criminal action and or claims against the City Council.

2.15 Liaise with appropriate outside bodies (emergency services, HSE) in respect of major incidents etc.

2.16 Be efficient in the provision of services and promote sensible risk management and pragmatic, cost effective solutions.

2.17 Undertake other duties commensurate with the post and grade as required.

2.18 The post may require out of hours and weekend work.

2.19 To act as client lead for Cityserve, aiming to ensure the needs of the service are met. This includes establishing relationships, identifying needs and priorities at a strategic level, ensuring the delivery and standards of service delivery and matching resource to requirements. This function may also include ensuring full cost recovery.

2.20 Any other duties commensurate with the grading of the job.

2.21 To provide regular, detailed reports to the Senior Leadership Team

3 Supervision Received

3.1 Supervising Officer Job Title

Revenue and Operations Manager

3.2 Level of Supervision

Plan own work to ensure the meeting of defined objectives.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).
   
   Training Manager

5. **Special Conditions**
   
   This vacancy is exempt from the Rehabilitation of Offenders Act.

   A Disclosure and Barring Service check will be undertaken.

   Observance of the **City Council’s Equal Opportunities Policy** will be required.
**People Directorate**

**Person Specification**

**Job Title:** Health & Safety Officer  
**Grade:** GR5

**Division:** Cityserve

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. - Test or Exercise;  
C. – Certificate; P. – Presentation.

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<th>ESSENTIAL</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualification | 1. NEBOSH Diploma in Occupational Health and Safety or equivalent  
2. Degree qualified (or equivalent), EHORB registered. | AF/I/C |
| **Experience**  
(Relevant work and other experience) | 1. Excellent working knowledge and understanding of health and safety related issues including legislation, approved codes of practice and effective health and safety management best practice in food hygiene and food standards. | AF/I  
2. Experience of providing practical health and safety advice within a large catering organisation with the confidence to challenge while offering solutions | AF/I  
3. Experience of developing and presenting engaging health and safety training programmes to all levels of staff to ensure a full understanding of personal responsibilities. | AF/I  
4. Experience of leading and implementing change and driving improvements in working practices. | AF/I  
5. Experience of maximising the use of resources and delivering value for money. | AF/I  
6. Experience of working in a diverse and service-focused team environment and the ability to multi-skill to enable the delivery of safety provision to all areas of the organisation | AF/I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to communicate and engage effectively at all levels within the business, both orally and in writing, where maintaining confidentiality and trust is paramount. | AF/I |
2. Good interpersonal and presentation skills with an ability to establish collaborative and productive relationships with all levels of staff across the Council and its stakeholders.

3. Ability to apply a flexible and sensible approach towards health and safety matters.

4. Ability to inspire and motivate people to follow health and safety policies and procedures.

5. Ability to understand and work effectively in a political environment.

6. Excellent organisational, analytical and communication skills, both oral and written, with good interpersonal and influencing skills.

7. Resilient under pressure with the capability and capacity to self-manage.

8. Ability to work as part of a team, yet work independently without the need for close supervision. Have a pro-active approach to all tasks to ensure business objectives are met.

9. Competent in the use of relevant IT applications to the role (e.g. Microsoft Office, SAP, etc.) to support the delivery of the function.

10. Ability to work in a pressurised environment, using own initiative to manage competing priorities and deliver within changing circumstances and priorities.

11. Well versed in the promotion of a positive health and safety culture and an ability to influence and improve behavioural safety at all levels.

12. Must hold a valid driving license and able to undertake travel throughout the Birmingham area.

13. Experience of working as a safety practitioner in the catering sector.

14. Ability to write reports for different audiences.

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<th>Training</th>
<th>Willingness and ability to undertake and/or continue professional development in a relevant discipline</th>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.