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| Job Title: | Health Safety and Fire Advisor | | |
| Reporting to: | Head of Health & Safety | Job Band: | Band 3 |
| Direct Reports: | N/A | Size of Team: | up to 7 |

Keeping patients and St John People safe is the number one priority for St John Ambulance (SJA). Health Safety and Fire Advisor is a member of the Health and Safety team, reporting to the Head of Health and Safety.

The purpose of the role is to engender a positive safety culture through active collaboration and partnering within their specific area of responsibility. Raising the profile of health and safety with business aligned support, offering a proactive, solutions focussed approach, enabling colleagues to understand and manage health and safety successfully, whilst maintaining legal compliance based on risk profile.

Maintaining a proportionate approach to risk, acting as the competent advisor and key interface for the designated service area, whilst remaining a key part of the overall health and safety team, collaborating with colleagues and peers to create a harmonious and standardised team approach.

Key Responsibilities

- Act as the competent person and health, safety and fire interface within a given remit.
- Creation of a risk profile for the designated service area, based on knowledge of the activity undertaken, relevant statutory duties, compliance, and best practice.
- Provide proportionate business aligned competent health and safety support, based on the risk profile of the designated service area, offering solutions for reduction of risk.
- Attend regular meetings as agreed and appropriate to act as advisor for activity within the service area
- Educate, train, guide and support managers to reduce risk, supporting the risk assessment process.
- Educate, train, guide and support colleagues with safe working practices and safe systems
- Encourage safe working practices with the recognition of positive observations
- Support managers to investigate incidents, providing expertise in legislative requirements, in particular Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) and to submit reports as required within a timely manner.
- Liaise with Human Resources on lost time incidents (RIDDOR Incidents) and report as appropriate.
- Monitor H&S incidents, accidents, near miss events and positive observations to provide accurate statistical data on a monthly basis
- Being visible to regularly monitor of H&S standards on site as agreed with key stakeholders.
- Provide statistical data and information as required and in line with agreed key performance indicators
- Support, coach, educate and train volunteer health and safety colleagues
- Project management of local health and safety related initiatives
- As directed by the Head of Health and Safety, supporting with strategic initiatives, projects and core team activity

You will

- Have a 'can do' attitude and solutions focussed
- Have the ability to form excellent working relationships
- Have the ability to advise and coach, with the aim of promoting 'safety ownership'
- Be adaptable and flexible in approach
- Have the ability to focus on service area risk profile, whilst maintaining a team ethos
- Be a confident communicator on all levels with the ability to adapt style as appropriate



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

| Requirements | Essential | Desirable |
|---|-----------|-----------|
| Education and Qualifications | | |
| Educated to GCSE level (Grade C) or equivalent inc Maths & English | ✓ | |
| NEBOSH general Certificate or equivalent Level 3 qualification as minimum | ✓ | |
| Level 3/ equivalent Fire Risk Assessment qualification | ✓ | |
| Technical Member of Institution of Occupational Safety and Health (TechIOSH) as minimum | ✓ | |
| Full UK driving licence | ✓ | |
| Experience | | |
| Health and Safety role in a multi-site organisation or charitable organisation | | ✓ |
| Advisor role supporting service area in a multi-function team | | ✓ |
| Creation of and management of a risk profile | ✓ | |
| Accident investigation to include close out, lessons learnt and monitoring of trends | ✓ | |
| Conducting risk assessments, inspections, incident investigations and monitoring of legal compliance | ✓ | |
| Completion of accurate, succinct reports with clear outcomes and actions | ✓ | |
| Use of modern digital platforms for health and safety reporting | | ✓ |
| Coaching, mentoring and educating and training on all matters relating to health and safety | ✓ | |
| Skills, knowledge and abilities | | |
| Up to date continual professional development on legislative requirements and best practice | ✓ | |
| Excellent written and verbal communication skills | ✓ | |
| Ability to use Microsoft office applications | ✓ | |
| Ability to manage and coordinate projects and associated health , safety and fire safety systems | ✓ | |
| Skilled at prioritisation based on risk profile and workload | ✓ | |
| Ability to interpret and implement changes in legislation, communicating outcomes to relevant stakeholders within the service group | ✓ | |
| A coaching approach to promoting safety excellence | ✓ | |

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SK

Date of preparation: 18/10/2024