

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

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Job title:	Health and Safety Business Partner	Location:	Witney based
Department:		Service:	Business Support
Reports to:	Corporate Health and Safety Business Partner	Working Hours:	18.5 per week
Job group:	Specialist - Level 2	Peer group no:	PGI4
Business World Post number:		Direct Reports (if applicable):	N/A
FTE Salary pro rata:	£43,798 - £44,945	Contract type:	Permanent

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Main purpose of this specific role:	<p>To act as a locality lead officer for health and safety advice and support for Publica, based at West Oxfordshire District Council promoting a safety conscious culture across all the service areas.</p> <p>To provide advice and guidance to managers and staff in order to assist them in meeting their health and safety obligations.</p> <p>To ensure Publica and the partner Councils meets the legislative requirements and protect employees and customers using Council premises and services.</p> <p>As a Health and Safety Business Partner you will contribute to the development, co-ordination and implementation of health and safety policies and procedures that is led by the Corporate Health and Safety Business Partner. You will also lead on project work that seeks to increase levels of health and safety compliance at West Oxfordshire District Council.</p>
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Main requirements of this specific role:	<p>As a Health and Safety Business Partner, your role will be to -</p> <ol style="list-style-type: none">1. Fulfil the requirement of 'Competent Person' as required in Regulation 7 of the Management of Health, Safety and Welfare Regulations 1999,2. Ensure any changes to legislation or guidance are implemented as appropriate,3. Promote and influencing a strong safety culture throughout the organisation,4. Be the point of contact to provide advice on health and safety matters and best practice to ensure compliance5. Analyse performance data, creating regular performance reports,6. Present performance data to local H&S Committee and feed this forward to the Corporate Health and Safety Business Partner for H&S performance and strategic higher level reporting purposes7. Create, implement, and review health and safety policies and procedures for effectiveness and to reflect changes in legislation,8. Work with service area managers providing the right advice to ensure working procedures (and Risk Assessments) are suitable and sufficient.

9. Conduct and record internal H&S audits and offer necessary support to managers,
10. Assess first aid requirements, providing equipment, ensuring adequate cover, and arranging training,
11. Create, implement, and review evacuation procedures on a regular basis,
12. Provide fire safety training as required and arrange and review fire risk assessments,
13. Create & deliver health, safety, and wellbeing training,
14. Implement health & wellbeing initiatives in line with best practice,
15. Consult with external agencies, e.g., HSE, Fire & Rescue Services,
16. Keep up to date with industry best practice and H&S initiatives and legislation,
17. Advise on health and safety considerations during procurement process,
18. Record incidents and report to the HSE if necessary,
19. support incident investigations and prepare reports as required,
20. Lead on project work across all areas of the council to assist in ensuring health and safety compliance,
21. Provide advice on arrangements required to ensure compliance with statutory requirements, corporate policy and good practice.

The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment. This will largely be achieved by undertaking on-site inspections, therefore regular attendance at all sites is required.

Essential qualifications/skills/ experience specific to this role:	<p>Qualifications</p> <ul style="list-style-type: none"> • NEBOSH Diploma or NVQ Level 6 in Occupational Health and Safety (or recognised equivalent) which meets IOSH professional membership requirements. We may consider a candidate that holds NEBOSH national general certificate (NVQ 4) and is willing to work towards Diploma level, if deemed they hold the relevant practical experience and have a proven track record for delivering health and safety management, within a similar working environment. • Evidence of continuing professional development, CPD, through training, research-based practice and expansion of knowledge and experience. <p>Experience</p> <ul style="list-style-type: none"> • Considerable post qualification experience in a health and safety advisory capacity. • Experience in delivery of health and safety training • Experience of leading health and safety compliance within an organisation • Experience of project management with practical outcomes • Experience of working within health and safety in a local authority or mutli disciplinary organisation • Proven experience of policy development and implementation • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services • Ability to remain calm and confident when dealing with challenging environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • CertIOSH/Chartered IOSHqualified • Project Management qualification

	Generic Job Profile:
Main Purpose of a role within this job group :	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide technical expertise, advice and direction to internal and when required external customers when solving problems or managing risks • Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project-based work
Key Responsibilities of a role within this job group:	<ul style="list-style-type: none"> • Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Be responsible for small projects or input into large projects • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Ability to interpret and find solutions to ambiguous and partial information • Play an integral role in innovating products and continuously improving services • Act as a lead technical advisor within the relevant service area • Mentor and train colleagues • Carry out duties with discretion, integrity and maintain confidentiality • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs • Ensure all relevant customer and company information is captured and recorded accurately • Understand and demonstrate commitment in delivering the key performance indicators within the function • Undertake any other reasonable duties appropriate to your role, as directed by the Corporate Health and Safety Business Partner, who you report to.

General Accountabilities:	<ul style="list-style-type: none"> The post holder is responsible for taking a professional and proactive approach in managing hazards and risks within their area of operation to maintain a safe working environment by ensuring, operational managers fulfil their responsibilities in keeping themselves and their employees safe and without risks to health by adopting safe working practices within their work environments. This will largely be achieved by undertaking on-site inspections, therefore regular attendance at all sites within the designated area of operation is required.
	<ul style="list-style-type: none"> Work collaboratively with partner Councils and the Corporate H&S Business Partner to ensure a standardised, harmonious approach is achieved for management of policy and procedural development and all other health and safety related compliance matters across Publica and partnership Councils. To support the response to a major incident, including taking up a designated role within the emergency management framework
	<ul style="list-style-type: none"> To provide advice and guidance within your level of competence and recognise when you have reached your limitations, so that advice you provide is not increasing operational risks to employees or the business
Special Conditions:	<ul style="list-style-type: none"> You will provide the health and safety on-site presence at West Oxfordshire District Council. This compliments similar roles, at Cotswold District Council and West Oxfordshire District Council. The Corporate Health and Safety Business Partner provides the strategic oversight and will lead policy, procedure and training activity which benefits all three partner Councils. You will be expected to support Health and Safety at the other Councils to cover absences. Whilst much of this can be undertaken remotely there may be a need to travel to site in specific circumstances such as accident investigations. There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business You will be expected to remain flexible and when required work reasonable additional hours in line with the needs of the business Full UK Driving Licence Ability to travel/ access to a vehicle for work purposes
Date reviewed:	15/04/2025

Reviewed by:	Phil Martin
Manager job title:	Assistant Director
Date of issue:	
Checked HRBP:	