

Health and Safety Business Partner Career Grade Matrix

	type of training	entry level	mid level	full H&S BP
	peer group	PGC30min to mid	PGC30 max	PG14min
	salary Jan 2026	30,500 - 32,571	38,326	45,023
	time frame		18-24 months	24-48 months
competence				
Health and Safety general				
1 Publica policies and procedures	self learning	Y	Y	Y
2 H&S Legislation	self learning	Y	Y	Y
Qualifications				
	formal	H&S BTEC, HND, HNC, NVQ4/5 OR 5 years in H&S or regulatory field	achievement of H&S BTEC, HND, HNC, NVQ4/5	NEBOSH Diploma or NVQ level 6
IOSH working safely 1 days course completed (unless superceded by 3 day course - see below)	formal	Y	N	N
IOSH managing safely 3 day course	formal	Y - within 6 months	N	N
NEBOSH General certificate in H&S management	formal	N	Y	Y
specilaist training course such as NEBOSH certificate in fire safety/water hygiene and Asbestos P402	formal	N	Y	Y
	formal	N	N	Y
Lead Auditor Course				
General				
Admin duties, preparing reports, taking minutes	in house	Y	Y	Y
4 Assess first aid requirements	in house	Y	Y	Y
5 create review and implement evacuation procedures	in house	Y	Y	Y
6 provide fire safety training and review fire risk assessments	in house	Y	Y	Y
7 implement health & wellbeing initiatives	shadowing	Y	Y	Y
8 record incidents and report to HSE if necessary	mentoring	Y	Y	Y
9 support incident investigations and prepare reports as required	mentoring	N	Y	Y
		support Assets Manager	support Assets Manager	support Assets Managers
10 Building/ensuring H&S compliance	shadowing	alongside H&S BP	independently with regular advice and guidance from H&S BP	independently

Competent Person as required in Regulation 7 of the Management of Health,					
11 Safety & Welfare Regulations 1999	self-learning	N	N	Y	
12 Ensure any changes to legislation are implemented as appropriate	in house	N	make changes under guidance take the lead on some	full involvement in identifying necessary changes and implementing	
13 promote and influence a strong safety culture throughout the organisation	in house	be visible as part of team, contribute to communications	communications as directed, be present at meetings to represent H&S as directed Y - more complex matters, with	full involvement in H&S communications and taking the lead to represent H&S at meetings	
14 provide advice on health and safety matters	mentoring	Y - basic advice	support from H&S BP Y - assist with analysing the	Y	
15 analyse performance data, creating regular performance reports	mentoring	N	data, may draft reports	Y	
16 present to H&S Committee	shadowing	N - may attend	Y, alongside H&S BP create, work with H&S BP to	Y	
17 H&S policies	mentoring	review only	implement	Y	
18 H&S audits	mentoring	Y - with H&S BP	Y	Y	
19 Consult with external agencies, e.g. HSE, Fire and Rescue Services	shadowing	N	Y with H&S BP	Y	

Type of training

Prescribed required by law to enforce specific legislation. The training provider usually needs to be accredited. For example, HHSRS training.

Formal: courses usually run by specialists in a field of work or competencies required by the council.

In-house: sharing of knowledge at team meetings

Mentoring: experienced officers will mentor less experienced officers through a case by discussing the options and overseeing the outcome.

Shadowing: experienced officers will carry out a number of visits or investigations with the less experienced officer explaining what they are doing and why. Once satisfied the officer has sufficient knowledge to carry out the inspection or investigation the experienced office will shadow them to assess competence.

Directed Study: The manager or mentor will request the officer carry out some research onto a specific topic and report back.

Self-learning: officers are encouraged to find answers to difficult cases themselves to develop their own ability to problem solve independently.