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Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/health-and-safety-advisor>

## Health and Safety Advisor

### Description

The successful candidate will be the lead point of contact for health and safety support to allocated directorates and schools, as well as leading the development and improvement of safety management systems, and arrangements for specific topics.

The candidate will join an experienced and friendly team who provides competent health and safety guidance, advice, and support, to all directorates across the council. Undertaking assurance activities to ensure teams across the council are working in line with legislative requirements, policies, and procedures.

Encouraged to utilise their ideas, skills, and experience on how to do things efficiently and effectively, as part of our service commitment to continuous improvement, the candidate will have the chance to work alongside a team who are passionate about what they do and promote a safer environment for all our employees and others.

The candidate will be involved in the development of policies, procedures Toolbox talks etc. undertake inspections and audits, investigate accidents, and make appropriate recommendations.

### Knowledge and Experience

The candidate will need to be an experienced competent health and safety professional with excellent knowledge and practical experience of H&S legislation and issues within a Corporate and school environment.

The candidate will have a relevant health and safety qualification, equivalent to IOSH Tech IOSH membership (minimum) with proven working experience in providing Health and safety knowledge on statutory compliance and a wide range of other safety-related disciplines.

Highly organised with great attention to detail and a forward-thinking approach, the candidate will be experienced in finding solutions to complex matters in a large multi-disciplinary organisation.

Have excellent verbal and written communication skills, and able to influence and work in partnership with stakeholders both across the council, and externally to achieve desired outcomes.

The candidate will be proactive, flexible, conscientious, and able to embrace change. Crucially, the candidate will also share the council's values and respect the opinions of others, the candidate will work with integrity and compassion, and be a team player.

Have excellent time management skills and can prioritise and organise their workload to meet service demands and deliver a high-quality service against agreed KPIs, targets and timescales.

Be proficient in the use of Microsoft Office products and other electronic

### Date posted

29 June 2023

### Reference

CR967000

### Base Salary

£ 20.75

### Job Location

Royal Borough of Greenwich,  
London

### Working Hours

9am to 5pm, Monday to Friday, 35  
hours per week.

### Beginning of employment

10th July 2023

### Duration of employment

6 months

### Employment Type

Full-time

management systems, experienced in analysing H&S data and producing Health and safety required reports.

**An enhanced DBS Check will be needed to allow the successful candidate to start.**

**Contacts**



**Telephone: 01793 467140**

**Email: [mail@coepi.uk](mailto:mail@coepi.uk)**