

Role Profile

Job Title:	Health and Safety Business Partner
Location:	Colindale
Department:	Public Health - Safety, Health and Wellbeing (SHaW)
Directorate:	Communities, Adults & Health
Grade:	K
Type of Working:	<i>Hybrid</i>
Reports to:	Head of Safety, Health and Wellbeing

1. Job Purpose:

As a Health and Safety Business Partner you will work directly with Directorate senior leaders and managers to provide professional advice and support to ensure legal compliance, the prevention of occupational injury/ill health and to incorporate best practice into all aspects of service provision related to health, safety & wellbeing.

You will support the Head of Safety, Health and Wellbeing (SHaW) to deliver and maintain the council's Health and Safety Management System and delivery its strategies and objectives as described in the Corporate Annual Health and Safety Report, the aim of which is to improve performance, culture/ and participation.

You will lead on Safety, Health and Wellbeing projects, ensuring they are reviewed regularly, and objectives are met.

You will also mentor and assist in the development of the Health and Safety Officer and provide direction on complex technical and legislative issues.

2. Key accountabilities:

- Function as an internal consultant to advise and coach directorate leaders and managers on their responsibilities for health and safety duties, providing guidance and practical solutions to ensure legal compliance and best practice in line with Barnet's management system.
- Provide leadership on the health, safety and wellbeing aspects of business and service plans.
- Undertake specific assessments on more complex or specific technical issues, where required, provide mitigation strategies and support.

- Communicate, consult and share best practice across all directorates to improve consistency and performance to include providing expert opinion on any matters health and safety related.
- Ensure all accidents/incidents/near misses are properly reported internally and externally where necessary, and investigated, in accordance with internal policy and legislation.
- Plan, develop and conduct workplace inspections and internal audits in line with council policy and procedures.
- Conduct inspections and monitoring of high-risk activities including construction, highways and waste management.
- Develop, deliver, co-ordinate and evaluate health, safety and wellbeing related training.
- Be responsible for leading and delivering allocated projects.
- Be responsible for specific corporate health, safety and wellbeing areas of expertise.
- Work with closely with internal service management to support them in insuring a safe, healthy and supportive, legally compliant work environment and work activities.
- Make recommendations to ensure compliance, best practice and safe and healthy work activities/ environment, enable corrective action to be implemented.
- Identify gaps in existing health and safety policies, and assist in researching, developing, implementing, communicating, consulting, monitoring and reviewing the new/ revised policies, procedures and safe systems.
- Implement and monitor the risk assessment and incident management system/ process across the organisation.
- To review, analyse, and interpret performance data/trends and produce statistic's and reports. Findings to be communicated to Directors and senior managers identifying opportunities for improvement.
- Support the procurement process by supporting the council to ensure health and safety requirements are fully met, as directed by the Head of SHaW.
- Stay up to date with any changes in legislation/ new initiatives/ best practice and provide recommendations on areas for improvement.
- Attend and represent the Head of SHaW in any internal/external meetings and events, to include provide support, advice and guidance as appropriate.
- Monitor and review contractors to ensure adherence to robust health and safety practices and act as necessary.
- Support the Head of SHaW in delivering the strategic objectives for the council as described in the Councils Annual Health and Safety Report.
- Perform related duties as assigned, within your scope of practice.
- Deputise for the Head of SHaW as and when required.
- Take a leadership role in influencing service management to integrate health and safety into business planning and everyday management.
- Coach managers to enable them to effectively carry out their responsibilities for health, safety and wellbeing and the requirements placed upon them by the council.
- Support service leaders to engage effectively with their staff on health, safety and wellbeing, to ensure full participation and effect a positive change in health and safety culture.

3. Financial Responsibilities:

- Respond to internal and external audits and contribute to implement action plans within agreed deadlines.

4. Health and Safety Responsibilities:

- Abide by of Barnet's health and safety policy, associated arrangements, and implement the Senior officers responsibilities set out therein.
- Complete mandatory health and safety training

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

To deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Hold an industry recognised professional health and safety qualification (NEBOSH Diploma or equivalent)	Essential	Application
Chartered membership of IOSH or actively working towards attaining Chartered Status	Essential	Application/Interview
A level qualification or equivalent as a minimum (A)	Essential	Application
Full UK Driving License	Essential	Application
Experience & Knowledge		
At least 3 years post qualification experience	Essential	Application
Experience working for a Local Authority	Desirable	Application
Experience of using and implementing project management techniques	Essential	Application
Up-to-date knowledge and a thorough understanding of current health and safety legislation and its application within the workplace	Essential	Interview
Ability to fully consider and provide advice on complex health and safety issues	Essential	Application/Interview
Knowledge and understanding of key health and safety processes and incorporating sensible risk management	Essential	Application/Interview

Working knowledge of developing an occupational health and safety management system	Essential	Application/Interview
Experience of undertaking complex risk assessments	Essential	Application
Ability to analyse and understand data and information, and to present the findings, identifying areas of risk, opportunities & solutions	Essential	Application
Experience of providing guidance/advice and addressing workplace concerns within an organisation at all levels	Essential	Application/Interview
Able to work collaboratively and build relationships	Essential	Application/Interview
Experience of writing reports, policies, procedures and safe systems of work in an engaging style	Essential	Application
Experience of developing, delivering and evaluating health and safety training	Essential	Application/Interview
Experience of coaching staff	Desirable	Application
Skill & Ability		
Strong interpersonal skills and able to challenge, support, influence and engage peers and senior managers, including successfully facilitating joint decision-making	Essential	Application/Interview
Able to negotiate and liaise on behalf of service areas with trade unions to enable change within the organisation	Desirable	Application
Ability to influence change at senior levels,	Essential	Application
Able to negotiate and liaise on behalf of the Council with partners on specific SHaW projects.	Essential	Application/Interview
Maintain professional awareness of latest health and safety practice	Essential	Application
Influence service areas to ensure they comply with Health and Safety regulations	Essential	Application/Interview
Collaborate with Health and Safety champions, providing them with professional guidance, direction and upskilling to ensure they can	Desirable	Interview

champion and embed positive Health and Safety practice for the council		
Communicate and influence, working effectively as part of a team and liaising with other areas of the Public Health directorate.	Essential	Application
Provide clear leadership to Barnet’s strategic partners in the appropriate operation and delivery of local Health and Safety practice.	Desirable	Interview
Values & Behaviours		
Caring		
Integrity- I work with colleagues in a way that builds trust.	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Interview

Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview