

Job Description

# **Job Title:**

Assistant Safety, Health and Environment Advisor

# **Responsible To:**

Safety, Health and Environment Advisor

# **Responsible For:**

None

# **Grade:**

Grade 6, Spinal Column Point 20- 27, £31,586 - £37,035

# **Hours:**

36.25 Hours per week

# **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

# **Other terms and conditions:**

* National Joint Council for Local Government Services (Green Book)
* A Flexi Time Scheme is in operation
* Ad Hoc Car User

# **Special Requirements**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.
* This role is subject to a Standard Check by the Disclosure and Barring Service

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan.](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027)

# **Job Role**

The Safety, Health and Environment (SHE) Department provide information, advice and guidance across all areas of Lancashire Fire and Rescue Service to identify and mitigate safety, health and environmental risks. This includes:

* Legal / statutory requirements for safety and environmental risks
* Management of health, safety and welfare
* Management of the environment and progress towards our net zero aspirations
* Risk assessment processing and management
* Auditing and review of management systems
* Awareness campaigns
* Safety event investigations and recording
* Management of litigation claims
* Data and statistical analysis
* Policy and procedural development
* Liaison with external agencies
* Validation of safe systems of work
* Service Orders

# **Responsibilities**

* Responsible for producing and developing information relating to accidents, near misses and safety events, producing and analysing reports highlighting accident rates, trends and costs so preventative measures can be identified and implemented and completing statutory reports (RIDDOR) as necessary.
* Processing of risk assessments, the sending and controlling of all reminders, quality and consistency control of all risk assessments and liaison with departments and stations as appropriate.
* To assist the Head of SHE with the implementation of the LFRS Environmental Sustainability Plan, leading within the SHE Team on managing our environmental aspects and impacts, carbon reporting and progressing activities which support our net zero emissions aspirations.
* Proactively carry out inspections and audits across the service to identify shortfalls in safety, health and environment compliance, unsafe working conditions and unsafe working practices and also to identify and highlight good practice, reporting to managers and committees as appropriate the results of such inspections and audits.
* To assist and support the Head of Safety, Health and Environment in advising on all aspects of safety, health and environment to directors, managers, and employees within area of expertise as required.
* Carry out data input, information extraction, and maintenance of spreadsheets and databases and IT systems, to provide accurate safety, health and environment information.
* Attend and contribute to health and safety and environment meetings as required.
* To contribute to and assist the Head of Safety, Health and Environment in the development and delivery of a SHE training.
* Assist in the development of health and safety and environment policy, procedures and guidance and maintain a library technical / legislative information.
* Liaise with the Human Resources Department, LCC, Solicitors and Loss Adjusters as required, on the administration of litigation matters.
* Comply with and promote the Health and Safety policies of the Service, to ensure the continuous improvement, development and progression of a positive health and safety culture.
* Undertake administrative tasks in support of the wider SHE Department team, such as producing minutes for meetings and use of LFRS finance systems.
* Assist in special projects as required.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions

# **Employee Specification** Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* NEBOSH National General Certificate in Occupational Health and Safety (or equivalent) and / or IEMA Associate Certificate in Environmental Management (or equivalent environment qualification)
* 4 GSCEs at grade C or above one of which should be English Language or an equivalent qualification

# **Experience**

* Experience of working as part of a team as well as working on own initiative.
* Previous experience of working in a safety, health and environment role.
* Ability to undertake audit / inspections.
* Working to tight timescales.
* Experience of carrying out general workplace risk assessments.

# **Knowledge, Skills, and Abilities**

* A passion for safety and / or sustainability
* Knowledge and awareness of health and safety and environment systems and processes.
* Keyboard skills and ability to use applications including Microsoft Word, Excel and Outlook and digital picture/document handling.
* Ability to produce clear concise reports and documentation.
* Ability to understand written and verbal instructions and apply appropriate existing procedures and techniques.
* Ability to learn new procedures and techniques.
* Ability to communicate clearly with internal and external managers, colleagues and other staff.
* Ability to use initiative and work with minimum supervision and as part of a team.
* The ability to apply a knowledge of safeguarding (as appropriate to the role)
* A commitment to inclusion, equality, and diversity.

# **Desirable**

* Knowledge of the work of Lancashire Fire and Rescue Service.
* Experience of safety, health and environment role in a local authority or emergency service.
* Familiarity with delivery of safety, health and environment in a multi-site organisation.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.

# **Terms and Conditions**

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at Lancashire Fire and Rescue Service Headquarters.

# **Pension:**

Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Points 20-36

0-5 years: 28 days

5-9 years: 28 days

10 years and above: 31 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.
* Ad Hoc Car User

# **Car Categorisation**

Ad Hoc

Current Category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet before you can be appointed even if you are successful at interview.

It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “Lancashire Fire and Rescue Service Ad Hoc Car User Scheme”.

The vehicle provided must be fit for purpose and meet the following requirements:

* Valid MOT test certificate.
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be always fully road legal.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

# **Clearances:**

* Satisfactory references
* Occupational Health Assessment
* Standard Disclosure and Barring Service Check

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.