



# Falkland Islands Government – Job Description

|                    |                                       |                  |        |
|--------------------|---------------------------------------|------------------|--------|
| <b>Job Title:</b>  | Health & Safety Advisor               |                  |        |
| <b>Department:</b> | Public Works                          |                  |        |
| <b>Reports to:</b> | Deputy Director of Public Works       |                  |        |
| <b>Grade:</b>      | Falkland Islands Government Grade – C | <b>Job Code:</b> | 351HSA |

## Job Purpose

To advise Directors, Heads of Service, Managers and Employees on all aspects of health and safety, ensuring compliance with legislation and adherence to the Falkland Islands Government's health and safety policy.

## Main Accountabilities:

### Role Specific Responsibilities:

- The development of corporate arrangements and assisting the implementation of policies and procedures.
- Provision of advice on the implementation and operational management of Health and Safety management systems.
- The provision of guidance and support to Directors, Heads of Service and Managers in relations to service-based Health and Safety arrangements.
- To carry out accident / incident investigations recording the findings and using such information to improve systems. Reporting the findings to any appropriate Health and Safety regulatory body as required.
- The establishment and maintenance of appropriate monitoring and auditing systems, reviewing the performance of the safety management system, delivering an agreed plan of Health and Safety audits.
- To carry out Contractor tender evaluation regarding health and safety issues.
- The production of quarterly statistical data on health and safety accidents and incidents.
- Compilation of the Annual Health and Safety Report.
- To liaise with Directors, Heads of Service and Managers and co-ordinate the health and safety training provision including the provisions of in-house courses where appropriate.
- Liaison with any appropriate regulatory body, Fire Service, Unions and MLA's on all matters relating to Health and Safety.
- To undertake any other duties commensurate with the grade as may be directed.



# Falkland Islands Government – Job Description

|                   |                         |
|-------------------|-------------------------|
| <b>Job Title:</b> | Health & Safety Advisor |
|-------------------|-------------------------|

## Main Accountabilities (*continued*)

### Corporate Responsibilities:

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post;
- To promote best practice in meeting the requirements of Health and Safety legislation and FIG policy, and comply with other relevant statutory legislation;
- To carry out duties in accordance with FIG's policy on equality and diversity;
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation;
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered;
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the FIG's performance management scheme;
- To be responsible for Data Quality;
- To demonstrate a high standard of probity in the use of FIG resources and where a nominated budget holder manages spending within available resources.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



# Falkland Islands Government – Job Description

| Person Specification:  | Health & Safety Advisor |           |                   |
|--|-------------------------|-----------|-------------------|
| Criteria   | Essential               | Desirable | Assessment Method |
| <b>Education and Qualifications:</b>   |                         |           |                   |
| NEBOSH diploma or equivalent with Grad IOSH status (Level 5 Qualification)   | ✓                       |           | A/I               |
| Hold or be working toward Chartered Membership of IOSH   | ✓                       |           | A/I               |
| Full current driving licence   | ✓                       |           | A                 |
| <b>Knowledge, Skills and Experience:</b>   |                         |           |                   |
| A minimum of 5 years' experience of operating in a lead Health and Safety role in an organisation with comparable complexity | ✓                       |           | A/I               |
| Excellent oral & written communication skills  | ✓                       |           | A/I               |
| Influencing skills   | ✓                       |           | A/I               |
| Presentation skills  | ✓                       |           | A/I/P             |
| Computer Literate. MS Office (Word, Excel)   | ✓                       |           | A/I               |
| A first class knowledge of UK Health & Safety legislation, current issues and how this interacts with policy and practice    | ✓                       |           | A/I               |
| Knowledge of new initiatives in Health & Safety practice   | ✓                       |           | A/I               |
| Experience of working with complex practices and compliance standards and implementing change                                | ✓                       |           | A/I               |
| <b>Personal Attributes:</b>  |                         |           |                   |
| Creates good customer relationships and demonstrates the highest level of customer care                                      | ✓                       |           | A/I/P             |
| Works flexibly and is receptive to new ideas and different ways of working   | ✓                       |           | A/I/P             |
| Embraces a culture of continuous improvement   | ✓                       |           | A/I/P             |
| Proactively contributes to the decision making and problem solving process   | ✓                       |           | A/I/P             |
| Is organised in terms of prioritising and completing work  | ✓                       |           | A/I/P             |
| Is professional and polite and earns the respect of management and colleagues  | ✓                       |           | A/I/P             |



# Falkland Islands Government – Job Description

| <b>Person Specification:</b>  | Health & Safety Advisor |           |                   |
|---|-------------------------|-----------|-------------------|
| Criteria  | Essential               | Desirable | Assessment Method |
| <b>Personal Attributes: (continued)</b>   |                         |           |                   |
| Shares a sense of pride in corporate goals  | ✓                       |           | A/I/P             |
| Promotes FIG's services in a proactive and positive way   | ✓                       |           | A/I/P             |
| Demonstrates integrity, honesty and trustworthiness as set out in the Public Service's Code of Conduct  | ✓                       |           | A/I/P             |
| Effectively communicates  | ✓                       |           | A/I/P             |
| Builds effective relationships outside immediate team   | ✓                       |           | A/I/P             |
| Demonstrates an understanding of the role of other teams and values their contribution  | ✓                       |           | A/I/P             |
| Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues   | ✓                       |           | A/I               |
| Ability to work outside core business hours if required   | ✓                       |           | A/I               |
| <b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. |                         |           |                   |

## Method of Assessment:

- A - Application Form
- I - Selection Interview
- R – Reference
- P - Presentation