

Principal Group Safety Advisor – Grade 13

Job purpose

You will be responsible for the management of a team of Safety Advisors. You will be responsible for ensuring that services are managing health and safety effectively and that the core elements of managing health and safety are in place.

You will need to keep up to date with new legislation, Central government initiatives and changes in working practice and evaluate the impact of these on the Service and your area of responsibility (Health & Safety). You will use this knowledge to advise senior management and implement changes to policy to continually improve customer service and assist the Council in meeting its legal obligations.

You will ensure that staff are regularly consulted and that there is effective two way communication between people within the team to share information, ideas, and concerns.

You will formulate and provide responses to (potential) enforcement actions, consultations and other draft documents and policies on behalf of the Council/Service and advise Senior Management on effective strategies for implementation and actions to minimise the impact of potential enforcement by HSE, Fire Service and Others.

You will work collaboratively with relevant internal and external organisations and represent the Council/Service at relevant meetings with partners, outside bodies and the community on health and safety issues.

You will also represent the Council/Service, as appropriate, at Local, Regional and National events and forums. You will advise Senior Management where there are contentious sensitive or complex matters to contend with and where the outcome may have a bearing on policy advice or service provision.

You will communicate and consult with stakeholders, as appropriate, and evaluate information gained in order to inform service delivery. You will use the media positively to promote and market Service achievements and respond as necessary to media enquiries.

You will support the needs of Elected Members when appropriate by ensuring their requests and enquiries are dealt with in accordance with Service and Directorate guidelines.

This role is based within please see specific job focus sheet. Find out more about [working for Kirklees](#).

Key areas of responsibility

- A Health and Safety function which is delivered in an efficient and responsive manner, and which is attuned to diverse customers' needs.
- A highly developed and motivated team of Professional and Qualified Advisers who deliver the service in line with Directorate and Council Procedures.

- Service excellence is achieved in terms of the good handling of customers and continuous improvement.
- Technical support and advice are provided to Directors, Senior Managers, Elected Members, Council Cabinet, Scrutiny and Local Public Service Boards.
- A Council which is enabled to discharge its statutory duties and responsibilities and protects the health and safety of employees and others affected by their undertakings and activities
- Leadership in health and safety that provides a clear purpose and sense of direction that represents the Council both internally and externally

Position of job in organisational structure

Please see specific job focus sheet.

Employee Specification

Please see specific job focus sheet.

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Public Health	Grading ID	64120
Job ID	80100888	Last Updated	January 2023
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	H-Sens-Advice to Cllrs
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		