

Health and Safety Regulatory Officer

Department: Justice and Home Affairs

Section: Health and Safety Inspectorate

Reports to: Director of Health and Safety

JE Ref: JHA026

Grade: CS10

JE Date: 20/04/2020

Job purpose

The post holder will support the delivery of the Health and Safety Inspectorate's strategic policy and priorities to promote and ensure compliance with the minimum statutory standards for the working population of the Island, and others who may be affected by working activities, to ensure their health and safety.

Job specific outcomes

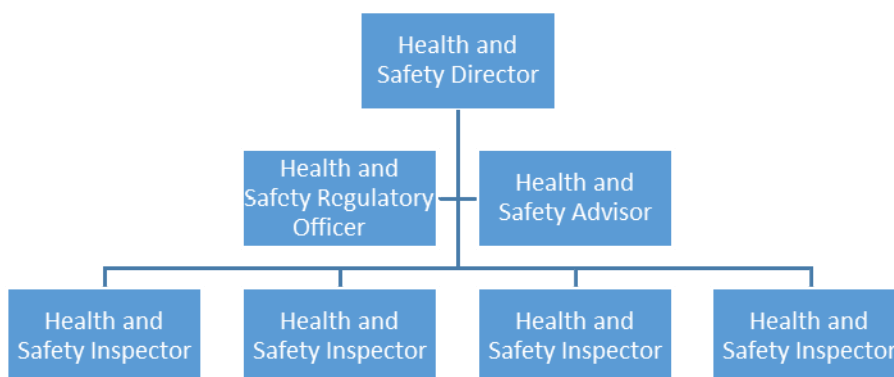
1. As a focal point of contact for enquiries to the Inspectorate, use specialist technical and legal knowledge of health and safety at work legislation to provide quality assured advice on, and interpretation of, statutory legal requirements across a wide range of industries and workplaces, to assist duty holders (customers) to understand and comply with their legal obligations.
2. Make initial enquiries, on own initiative, into workplace accidents and ill-health notified to the Inspectorate to inform the appropriate investigation decision. This will include carrying out inspections of workplaces and working activities, assessing the degree of risk and securing and processing evidence in a manner to inform the appropriate investigation decision, which may include legal enforcement action.
3. Investigate formal complaints notified to the Inspectorate about a workplace or a working activity, in accordance with the HSI Complaints policy, to determine the appropriate investigative decision, which may include formal enforcement action.
4. Accountable for ensuring compliance with the minimum standards in respect of evidence collection and evidence management required by criminal law to support legal enforcement action. This includes taking voluntary witness statements in accordance with the relevant legislation.
5. Research, plan and evaluate a variety of general and technical subject matters, making use of a range of available information sources (electronic and hard copy). This will include developing long term professional links with recognised professional organisations and bodies to ensure the effective and efficient functioning of the Inspectorate.

6. Responsible for managing all Inspectorate guidance publications, including legal standards, Approved Codes of Practice and other authoritative guidance. Lead the coordination of publication through initial design to proof reading and final publication, whether in hard copy and/or on-line, ensuring the agreed service level agreement is met.
7. Represent the Health and Safety Inspectorate at external events and meetings to promote and encourage compliance with the Law. This includes active participation in the organisation and delivery of targeted initiatives, campaigns and other promotional activities.
8. Manage and administer the Health and Safety Inspectorate budget on a day-to-day basis ensuring procedural compliance with relevant Financial Directions. Escalating complex issues where necessary for resolution.
9. Responsible for maintaining the extensive manual and electronic filing systems in accordance with the Inspectorate's retention policy. Take responsibility for making recommendations that establish new ways of working to ensure the most effective management and accessibility of information to the team and customers.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



ONE GOVERNMENT

Office of the Chief Executive

Customer and Local Services

Children, Young
People, Education
and Skills

Health and
Community Services

Justice and
Home Affairs

Treasury and
Exchequer

Growth, Housing
and Environment

Strategic Policy,
Performance and
Population

Chief Operating Office

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>NEBOSH National Diploma in Occupational Health and Safety</p> <p>Graduate Membership of Institute of Occupational Safety and Health (IOSH)</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>A detailed knowledge and understanding of the Health and Safety at Work (Jersey) Law 1989 and subordinate legislation</p> <p>A comprehensive working knowledge of legal and technical policies and procedures relating to administration of the Law, including the Enforcement policy and Collecting Witness Evidence policy</p> <p>Good working knowledge of financial spreadsheets and processes</p> <p>A good knowledge of design and print, with an excellent command of English, strong copy editing and proof-reading skills</p>	

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Driving licence</p> <p>Ability to proficiently use Microsoft software packages</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication skills with the ability to adapt style of communication to secure improvements, often when dealing with contentious and sensitive issues</p> <p>Strong interpersonal skills with an ability to influence and persuade, however must be able to exhibit an appropriate level of assertiveness, when necessary to achieve desired result</p> <p>Strong ability to apply initiative and exercise good judgement</p> <p>High level of integrity and respect for confidentiality</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>A minimum of 2 years experience of working within an occupational health and safety role (essential to gain Graduate membership of IOSH)</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.
