

Health and Safety Inspector

Department: Justice and Home Affairs

Section: Health and Safety Inspectorate

Reports to: Director of Health and Safety

JE Reference: JHA028

Grade: CS12

JE Date: 20/04/2020

Job purpose

Responsible for 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.

Where necessary enforce the relevant statutory provisions through the use of formal legal sanctions.

Job specific outcomes

1. Attend and investigate workplace accidents, ill-health and dangerous occurrences, and be responsible for determining and taking the appropriate enforcement intervention, which may include the serving of legal Enforcement Notices or preparing a report for consideration by the Attorney General for prosecution, to ensure that, where necessary, those accountable for failures to comply with the Law are held to account.
2. Investigate formal complaints notified to the Inspectorate about a workplace or a working activity, in accordance with the HSI Complaints policy. Accountable for determining and taking the appropriate enforcement action to secure compliance with the Law and the health and safety of those affected.
3. Inspect high-risk workplaces and working activities to ensure the minimum legal requirements relating to the health, safety and welfare of employees, the self-employed and other persons such as members of the public are met.
4. Accountable for ensuring compliance with the legal processes and procedures in respect of evidence collection and evidence management required by criminal law to support legal enforcement action. This includes taking witness statements, which may be voluntary or compelled, in accordance with the relevant legislation.
5. Prepare criminal case files for consideration by the Attorney General in the event of making a recommendation to prosecute for an infraction of the health and safety legislation. Liaise with the Crown Advocate and legal Advisors reviewing the report and attend Court proceedings to provide legal and technical assistance to the Prosecutor. On

occasion, appear as a witness in Court actions, particularly in the event of a defended trial.

6. Accountable for the serving of legal Enforcement Notices where necessary to secure compliance with the Law. This includes Prohibition Notices requiring work to be stopped immediately, and Improvement Notices, where non-compliance must be corrected by specified corrective actions within a specified timescale. Both Notices are subject to the right of independent appeal and may result in compensation being awarded in the event of an appeal being upheld.
7. Accountable for ensuring that all interventions are carried out in compliance with the powers afforded by Article 12 of the Health and Safety at Work (Jersey) Law 1989 to ensure personal compliance with the statutory requirements, and effective, transparent and proportionate enforcement of the Law
8. Use specialist technical and legal knowledge of health and safety at work legislation to provide quality assured expert advice on, and interpretation of, statutory legal requirements across a wide range of industries and workplaces, to assist duty holders to understand and comply with their legal obligations.
9. 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.
10. 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 inspection initiatives, campaigns and other promotional activities.
11. Represent the Health and Safety Inspectorate on the Bailiff's Entertainment Panel. Provide advice to the Bailiff on the issue of an entertainment permit based on the assessment of the health and safety management of the event and, where necessary, provide advice and guidance to the organisers to secure compliance with the Law.
12. Analyse trends and statistical information on work-related health and safety matters to identify opportunities to improve compliance with the Law. This may include developing and leading targeted inspection initiatives, developing and writing authoritative guidance, including Approved Codes of Practices, and giving presentations to a wide variety of audiences.

Statutory responsibilities

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

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publically supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



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>The post is a statutory appointment under Article 12 of the Health and Safety at Work (Jersey) Law 1989.</p> <p>Specialist Post Graduate</p>	

	<p>Diploma in Regulatory Occupational Health and Safety (a bespoke qualification administered by the UK HSE)</p> <p>Chartered 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>Extensive 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 criminal law, including the Enforcement policy and Collecting Witness Evidence policy</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 interpersonal skills with the ability to adapt style of communication to secure improvements, often when dealing with contentious and sensitive issues</p>	

	<p>Strong ability to influence and persuade, however must be able to exhibit an appropriate level of assertiveness, when necessary to achieve desired result</p> <p>High level ability to apply initiative and exercise good judgement</p> <p>High level of integrity and respect for confidentiality</p> <p>Excellent report and letter writing skills</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 3 years experience of working within a health and safety role (essential to gain Chartered membership of IOSH)</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

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 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.