COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Trainee Health & Safety Officer	**Job Number:**	2870
Department:	Chief Executives	**Grade:**	F
Location:	Council Offices, Sandwick Road	**Date:**	2026
Responsible To:	Resilience & Training Manager; in the first instance to the Senior Health & Safety Officer		

Job Purpose

To provide competent health and safety advice, support and guidance as required by the legislation to managers and employees within the Comhairle.

To gain NEBOSH qualification in Health and Safety.

Duties

1. To provide managers and others with competent health and safety advice, guidance and support.
2. To undertake incident investigations in order to ascertain causes, take remedial action including establishing preventative measures ad ensuring all recommendations are implemented.
3. To undertake inspections and audits within services ensuring all reporting is in the agreed format and any follow up actions is detailed in an appropriate plan.
4. To provide guidance for, and where necessary participate in Workplace Risk Assessments and COSHH Assessments within the service.
5. To work with Managers to identify all training needs with particular emphasis on Health and Safety Training.
6. To deliver Health and Safety Training as required.
7. To support the development of policies, practices and training in Health and Safety within services including undertaking training as required.
8. To maintain information, records and statistics for services as it relates to Health and Safety and/or training.
9. To support service/departmental Health and Safety Committees.
10. To liaise with insurers, enforcing authorities and other external agencies as appropriate.
11. To support the growth and development of a proactive approach to Health and Safety, ensuring high quality service and evidencing best value ad continuous improvement.
12. Supporting the Comhairle's Health and safety Incident Reporting system.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Sound knowledge of Health & Safety Legislation, practices and procedures in the workplace.	D1. Knowledge of the geography of the Outer Hebrides.
Skills and Abilities	E2. Ability to work without direct supervision. E3. Good numeracy and literacy skills. E4. Ability to reason and be decisive. E5. Persuasive communication skills and the ability to motivate. E6. Ability to research specific subject areas and feedback information. E7. IT Skills. E8. Ability to write reports and meet deadlines. E9. Ability to deliver training.	D2. Ability to read, write and speak Gaelic.
Education and Experience	E10. Educated to Higher or equivalent, or relevant work experience demonstrating comparable knowledge and skills. E11. Requirement for NEBOSH and SVQ qualification in Health and Safety within 2 years. E12. Experience of working with a range of internal and external stakeholders.	
Other Factors	E13. Willingness to work flexibly. E14. Willingness to undertake the necessary study to achieve the qualifications required. E15. Full Current UK Licence.	