

Sevenoaks District Council

# HR, H&S Compliance Advisor Candidate Pack



Mike, part of the  
Human Resources team

## About the role

### HR, H&S Compliance Advisor (18 month contract)

**Salary - £23,706 - £31,077 (dependent upon skills & experience)**

#### **We need you to keep our building & our staff safe!**

In our progressive and dynamic HR team, Health & Safety is at the heart of our staff wellbeing.

We are looking for a proactive individual to provide advice and guidance on all Health & Safety issues as well as implementing new legislation and safe working procedures (including Covid-19 protocol).

Working across both our sites (Argyle Road & our Sundridge Depot) working with managers, you will ensure all risk assessments are kept up to date and you will promote a positive Health & Safety culture.

So if you have:

- A strong focus on customer service & engagement
- Experience of writing & presenting reports on a range of HR & Health & Safety topics
- CIPD Level 3 (or above)/ Health & Safety Qualification (or equivalent) or evidence of appropriate level of knowledge, skills & abilities.

Then we would love for you to join our team and shape our organisation!

### **Do you want to know more about the role?**

Please contact Dorota Pajsert, HR Projects Manager, on 01732 227092 to find out more, if you have queries around this role.

### **Do you want to ensure you have the best chance of being shortlisted?**

Read the Job Description and Personal Specification attached to the role and ensure that your supporting statement explains how you meet the essential requirements as your application will be judged against these criteria.

**Closing date:** 10 October 2021

**Interviews:** w/c 18 October 2021





## About the Council

Sevenoaks District Council is a unique place to work. It's a place where positive and passionate people deliver some of the very best services in local government. We are honoured to be recognised as one of the most efficient, well managed councils in the country, an achievement we work hard to maintain.

There are very few councils that still collect all the rubbish and recycling every week using their own team of people. We are exceptionally proud that the people who work here care deeply about what they do, that they are creative, embrace risk and work hard to deliver exceptional services to our customers and to improve the Sevenoaks District. It's our team of people that makes Sevenoaks District Council unique.

We've worked hard to develop a no 'blame culture' among the people that work here. It's a place where staff take responsibility for the work they do and are empowered to take the decisions that help them to do their job effectively. We encourage new ideas and innovation and provide people with the support and training they need to become the very best at what they do.

Our mantra of 'the customer is anyone who isn't me' helps to grow strong and positive working relationships across our council services, and ensures our residents, businesses and partners receive the very highest quality of service each time they contact us.

Recruiting the right people to our team is incredibly important to us and instrumental to our success. We value personal qualities as much as we do the skills and knowledge to do the job. We want people who can embrace our culture, that have ambition and determination and have the ability to shape our future.

### Our vision

We're committed to delivering excellent services. This means we are ambitious for our staff, our customers and our Council. Together we work to shape the District for future generations to make it a great place to live, work and enjoy.

### Our mission

To work smarter with an empowering culture, a focus on wellbeing and a dynamic and innovative approach.



The Sevenoaks District provides a great range of housing options whether you are looking to rent or buy.

Many of our staff live outside of the District. With excellent links by road and rail it makes Sevenoaks District Council an employer that is accessible from most parts of Kent and further afield.

The Council is fortunate to have its own car park which, increasingly rarely, is free to all staff to use. The council also supports car sharing and is a member of the cycle to work scheme.

Much of the District is surrounded by beautiful countryside, but our towns and villages have excellent transport links, good schools and a vibrant local economies.

Amongst the national chain stores are thriving local businesses, there are great places to eat and drink and a wonderful range of attractions for days out with friends and family.

The Sevenoaks District has three leisure centres, a range of local sports clubs and its own theatre. So if you have an interest in sport, film, comedy and stage there is something for you.

## Transport

Sevenoaks mainline train station is a short walk from the Council offices and regular trains take approximately 30 minutes into central London.

The M25, M20 and A21 are all within a short drive of the Council offices.

Gatwick airport is just over a 30 minute drive and Heathrow airport is just over an hour's drive away.

## Sevenoaks town

The Council's offices are based a short stroll away from the heart of Sevenoaks town. Sevenoaks is a busy town centre with a wide variety of shops, restaurants and cafes. There is a regular weekly market, as well as a choice of supermarkets, a theatre and a cinema.

The town also has the advantage of the wonderful Knole Park, including its deer, just a few minutes walk from the door of the offices for those that like to get away from it all during their lunch break.



**S**

Strong sense of pride in our district

**E**

Enthusiastic and committed

**V**

Valuing others, valuing each other

**E**

Empowered to achieve

**N**

No blame culture

**O**

Open to new ideas; dedicated to developing talent

**A**

Ambitious with our community

**K**

Keep learning; keep improving

**S**

Sharing services; working closely with others

## Annual Leave

You will be given a generous annual leave allowance of up to 27 days (plus an additional 5 days depending on having Continuous Local Government Service) as at 1 April. You will be eligible to buy additional leave or have an increased salary by selling annual leave.

## Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a contributory scheme that requires contributions from both employer and employee. The rate Sevenoaks as the employer currently pays is 18.7%. Your contribution rate of up to 6.5% would be based on your salary.

## Health and wellbeing benefits

### Free and confidential employee assistance programme

Confidential and expert advice in many areas, including family, legal, financial and consumer issues.

### Regular onsite health check appointments available

We regularly offer mini health checks with our onsite Occupational Health Advisor, who offer checks on blood pressure, 'Know your numbers', body mass index, weight, risk of diabetes, stress management tips and 'Take a Walk' tips.

We also offer onsite free flu vaccinations and discounted osteopathy treatments.

### Eye care

We offer eye care vouchers on request every two years to staff who use computers for a significant part of their work.

## Financial benefits

### Free staff car parking

Onsite staff car park, free of charge to everyone.

### Cycle to work scheme

You can get a new bike for a significantly reduced cost by saving on tax and National Insurance (and paying for it monthly through your salary).

## Staff Benefits

7





## Season ticket loan

We offer season ticket loans up to a maximum of £5,000, repayable over 12 months.

## Car loan

You can apply for a loan up to a maximum of £10,000 to purchase a car, repayable over a maximum of five years at a low rate of interest.

## Professional fees

Staff in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year.

## Recognition, Learning and Development

We believe all our employees have the potential to grow, both in their work role and personally, and endeavour to provide opportunities for this growth. We work within recognised good practice guidelines, including Investors in People, to ensure both the quality and quantity of training and development is relevant and “fit for purpose”.

### The Talent in Me (TiM)

TiM is open to everyone and there are more than 60 courses available to choose from. Courses are ‘bite-sized’. Each one takes one to two hours to complete and are delivered by our own in-house service experts or external providers.

### E Learning

We offer e-learning courses that enable you to train at your desktop, working at your own pace wherever and whenever you want.

### Coaching

We offer a tailored coaching programme with a number of professionally trained internal volunteer coaches, designed specifically to support staff performance and development and our culture, with a focus on specific skills and goals.

### Apprenticeships

Any member of staff can apply to undertake an apprenticeship. There are now over 200 new apprenticeship standards with more in development.



## Family friendly policies

### Maternity leave

Staff who have worked for us for more than 12 months, receive enhanced maternity pay of the first six weeks paid at 90% of the weekly salary, followed by 12 weeks paid at 50% of the weekly salary, followed by 21 weeks at a statutory rate.

### Paid paternity leave

Fathers to be or employees who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay. Employees who have worked for us for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

### Flexible working

We are proud to offer a range of flexible working arrangements to all of our staff. We are happy to consider reduced hours, job shares, home working and more, ensuring the needs of the organisation continue to be met.

## Other staff benefits

We participate in the Kaarp Benefits Scheme, a voluntary benefit scheme for local authority employees.

### The Benefits change regularly but include:

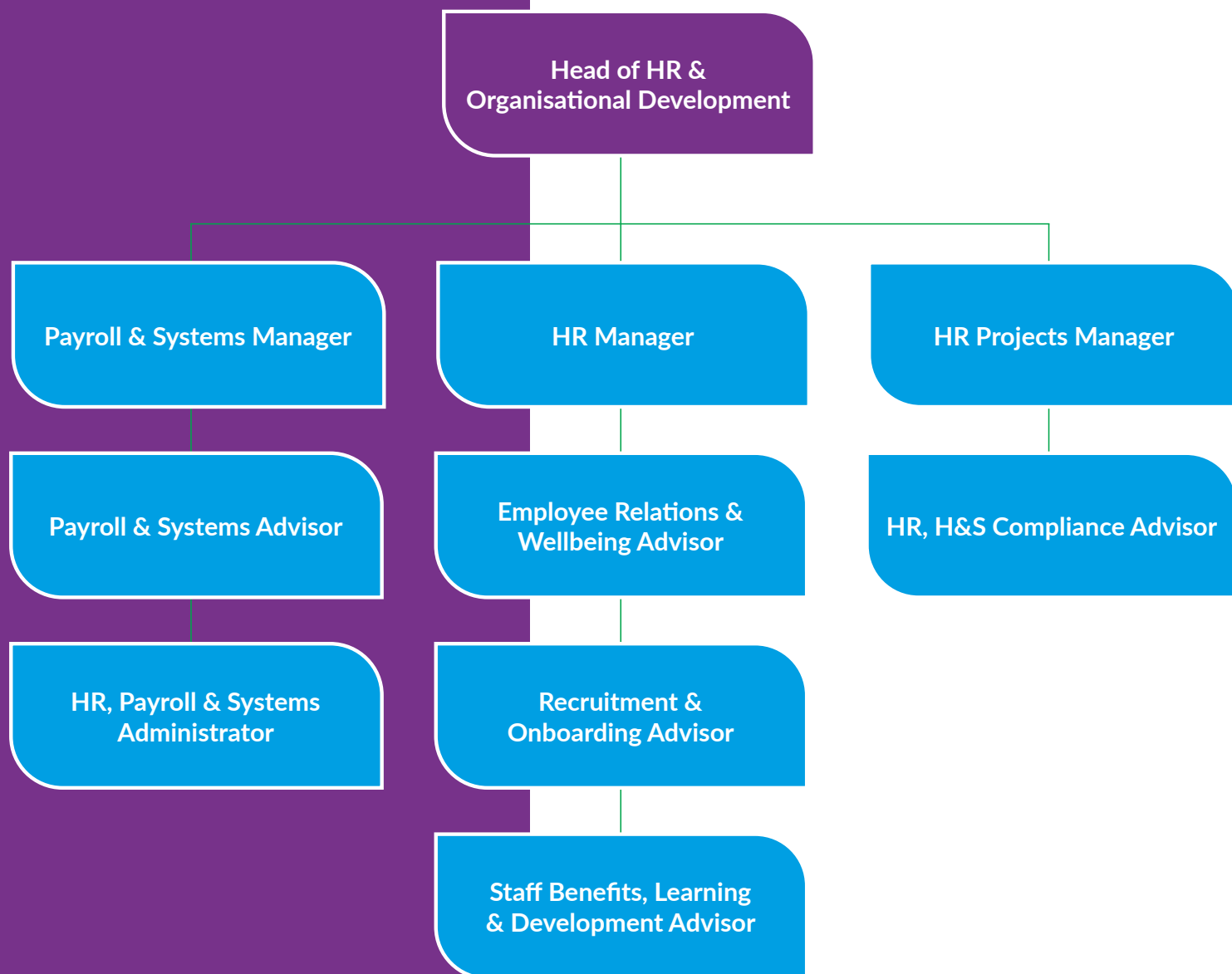
- Activities - discounted theme park entry and/or hotel rooms.
- Finance - special deals, insurance and personal finance.
- Health - money off many sports and fitness centres and golf courses.
- Motoring - discount car club, reduced breakdown cover, car servicing/MOTs and money off driving lessons.
- Shopping - many deals and offers.
- Travel - A travel club, discounts on holiday insurance, hotels and airport parking.
- Local discounts – these include many offers and discounts for restaurants, hotel rooms, hairdressers, dry cleaners and more.

## Staff Benefits

9



## Current Team Structure



**Title of post:** HR, H&S Compliance Advisor

**Section:** Human Resources

**Band:** C -D (Depending on experience & knowledge)

**Responsible for:** N/A but some influencing of staff may be required.

**Responsible to:** HR Projects Manager

**Purpose of post:**

- To stay up to date on all general employment, H&S law compliance developments, understanding these laws and/ or guidance, & communicating these in a succinct way to our staff.
- Undertaking, maintaining & supporting compliancy across the H&S and HR function, preparing data, presenting updates, and developing these processes.
- Promote a positive health & safety culture. Providing advice, guidance & support for staff, on all H&S, and HR related matters, including implementing & application of new & updated legislation, codes of practice, & safe working procedures.
- Monitoring compliance in our two workplaces, assisting managers with ensuring risk assessments are up to date & relevant.
- Working with the HR Projects Manager to ensure that all policies & processes are easy to access, easy to use and easy to understand.

**Key activities:**

- Providing first level proactive operational professional HR advice, within the Council's values & policies:
- To ensure Sevenoaks meets its statutory, regulatory, legal & moral responsibilities for the health and safety and labour law of all employees. Ensuring that the Council complies with all relevant Health and Safety legislation, Codes of Practice, HSE guidance etc; that it is underpinned by a culture of 'Risk Assessments'.
- To keep the Health and Safety Group informed of progress and outcomes.
- Assisting & supporting departments and staff on compliance or data related matters.
- Maintenance of compliance related documentation folders & data sheets.

## Health & Safety Band C

- Following up to date government legislation /advice and put this into guidance for staff & managers, dealing with queries and supporting staff with necessary changes, particularly around COVID.
- Oversee the risk assessments for the Council, supporting teams with their queries assessments, insuring consistency across departments.
- Work with the Employee Relations Advisor on overseeing the health surveillance, including HAVs screening.

## Health & Safety Band D (this includes the responsibility of Band C work as well)

- Updating the main H&S policy statement and related policies or procedures around Health and Safety.
- Co-ordinate health and safety activities across the Council, identifying health and safety issues and promoting a positive safety culture. Working with departments to develop and implement H&S programs, training and action plans.
- To advise on matters relevant to Health and Safety & Fire safety as required by legislation, HSE guidance, Codes of Practice etc.
- Attend and input into the H&S working groups, updating the group on health and safety risk controls. Use the meetings as a means of providing up to date Health and Safety procedures and practice.
- Working to ensure a safe working protocol within COVID-19 & any changes in the future.

## Human Resources Policies Band C

- To ensure that the Council has up to date, appropriate HR/employment policies & that these are easily accessible to all staff.
- To stay informed of legislative developments, ensuring appropriate revisions to HR policies, communicating changes effectively across the Council, after engaging & consulting with appropriate representatives.
- To be responsible for developing new and existing people related policies and supporting toolkits ensuring compliance with legislative requirements.
- To work with stakeholders across HR, wider departments and service areas on policy development and support the presentation of changes for consultation including with trade unions.



- To design and deliver training and briefings to line managers and partner organisations on HR policies, procedures and practices.
- To work with all of the HR team to ensure Safeguarding training is rolled out to the appropriate people and this training is delivered.

#### **Human Resources Policies Band D (this includes the responsibility of Band C work as well)**

- To lead complex policy changes that will be contentious with our employees, including changes to the sickness policy introducing an employee handbook, ensuring that HR policies are effectively translated into easy to use operational guidelines & procedures

#### **System Management:**

- Overseeing the H&S Management System – TAM & develop meaningful reports from this system.
- Oversee the management of risk assessments to make sure they are recorded, updated regularly and easily accessible.

#### **Communication & collaboration:**

- Attend 'Induction' meetings to deliver Health and Safety awareness.
- To liaise with and offer support to the Facilities team & Asset Maintenance teams in respect of responsibilities as they affect Health & Safety. With particular focus on overseeing the electrical safety testing of portable appliances, carrying out scheduled inspections of equipment, within Council sites as required by current legislation.
- To ensure that First Aid is adequately provided for across all Council sites and advising on training requirements.
- To ensure compliance with all aspects of Fire legislation and good practice, working with AM and FM, to ensure adequate testing of evacuation procedures across all working sites and carrying out routine testing of alarms etc.

#### **Personal Responsibility:**

- To keep the Head of HR, updated in respect of all Health & Safety, Fire Safety and associated matters.
- To work in partnership with the whole of the HR team to deliver joined up working in delivery of a comprehensive HR service.
- To maintain and develop own professional knowledge base through continuing professional development and other initiatives to ensure competence and be able to promote and maintain a 'Positive Health and Safety' culture across the Council.

## Expected Standards:

- To engage fully in the Council's staff appraisal scheme.
- Take due care of your own Health and Safety and that of others (as appropriate) in your working environment.
- To adhere to General Data Protection Regulation principles and practice
- To embrace the Council's Equal Opportunities policy, values and behaviours.
- To be aware of and follow the Council's Safeguarding policy.
- Undertake any other duties that may be reasonably expected as part of this role.

## Location

Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG with requirement to travel to other sites within the district as required.

## Person Specification

**Title of post:** Human Resources Compliance Advisor

### Qualifications: Criteria - Band C

- CIPD Level 3 / H&S Qualification / equivalent qualification. Or evidence of appropriate level of knowledge, skills & abilities.

### Qualifications Criteria – Band D (Demonstrates all of Band C & the below)

- Fully CIPD qualified at CIPD Level 5 / NEBOSH Certificate & NEBOSH Fire certificate
- Chartered Membership of IOSH / Associate CIPD accreditation.
- Is able to demonstrate a full 12 months of continuing professional development.

### Approach – Criteria - Band C

- Passion, drive, confidence, enthusiasm and energy to live the team's values and be an advocate of the Council.
- Friendly, outgoing, and wanting to help others. Highly visible, eager to learn, provides timely accurate & personalised responses & just a little bit obsessed with keeping our team safe & well.
- Happy to expand existing skills by using new technology and learning new ways of embedding our health & safety policies.
- A creative mind-set with the ability to challenge the norm to generate new ideas.
- Demonstrable pragmatic problem-solving skills,

organised, self-motivated & capable of working autonomously, able to deliver results within deadlines, managing time effectively.

- Experience of being pro-active, self-starter, taking responsibility for own workload.
- Can confidently advise colleagues and managers on HR policy and procedure.
- Proactively linking up with other Councils / organisations in the area to learn best practice & better ways of working.
- Demonstrates tact and confidentiality when dealing with highly sensitive information.
- A team-player approach, willing to pitch in to work together to achieve both individual & wider team goals.
- Ability to engage, build relationships with colleagues at all levels of seniority both professionally & credibly.

## **Approach Criteria – Band D (Demonstrates all of Band C & the below)**

- Confident communicator with the ability to influence and engage colleagues, including report writing & presenting to a range of different audiences.
- Prioritises own workload to ensure a delivery of a high quality service, often to tight deadlines & adjusting plans in response to changing circumstances.
- Confident to deal with & advise on complex or tough H&S / HR issues.
- Has an expanded contact list of people they work with in their industry that they support, mentor, get advice from & continue to learn best practice.
- Continually is looking to grow and attends regularly industry specific training courses in line with the appropriate professional body.
- Ability to sustain momentum and a positive approach in a pressurised environment

## **Knowledge, Skills & Experience Criteria – Band C**

- Accomplished H&S / HR professional with experience of writing policies & procedures in an H&S / HR context across a range of topics.
- Evidence of effectively understanding large amounts of moderately complex information and compiling succinct summaries
- Experience of developing policies, guidelines and toolkits on a range of people related matters.
- Experience of writing and presenting reports on a

range of HR matters and initiatives.

- Knowledge of Microsoft packages including Word, Excel and Outlook.
- Experience of working effectively and accurately in an administrative role.
- Improving administration processes and systems.
- A flexible approach with the ability to manage and prioritise a high workload with multiple tasks.
- Up-to-date knowledge of safeguarding practice and issues
- A strong focus on customer service and engagement. Able to engage and build positive professional relationships which challenge effectively.
- Knowledge of, and commitment to, diversity, equalities and issues facing the public sector.

## **Knowledge, Skills & Experience Essential Criteria - Band D**

### **(Demonstrates all of Band C & the below)**

- Extensive knowledge of HACCP & risk assessments (generic and specific), site inspections, report writing and contractor management.
- Up to date knowledge of H&S, and fire safety legislation.
- Ability to undertake research from a wide range of sources, using a range of techniques to gather and analyse relevant information.
- Experience of working within a policy or communications environment.
- Significant experience of developing positive relationships with multiple stakeholders to build support and influence thinking and decision making.
- An understanding of the political & economic environment the Council is operating within.

### **Corporate Values**

- Able to demonstrate an understanding, and commitment to, equality and diversity, and its practical application.
- To embrace the values and behaviours of the Council.
- To work as part of a team and provide support to colleagues.
- Professional, approachable, engaging and empathetic.