



# Health and Safety Executive

## Candidate Pack

Job Role: HM Trainee Inspector of Health and Safety

Closing Date: 8<sup>th</sup> September 2019



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WITH** 

# Contents



Move your mouse pointer over the buttons and click for more information

Introduction

The Role

Candidate  
Profile

Diversity and  
Equal  
Opportunities

Salary and  
Benefits

Recruitment  
Process

FAQ's

Contact Us



# Welcome and Introduction by Samantha Peace

Director of Field Operations Division

“Thank you for expressing an interest in the role of Trainee Health and Safety Inspector at the Health and Safety Executive”



Trainee inspectors learn their regulatory craft in the Field Operations and Construction Divisions based throughout Great Britain. Our job as a regulator is to find important problems and fix them and these Divisions enforce the law through direct inspection and investigation with enterprises, working together with other parts of HSE on to improve conditions throughout entire sectors.

What you do as a trainee inspector is part this much bigger effort. Each inspector contributes to an intelligence-led programme of work, sometimes lasting several years. This enables us to achieve the best impact and greatest protection of health and life for workers and other vulnerable people.

Every day is different and inspectors spend a lot of time working independently and making tough decisions on the ground at sites that range from small to complex and large scale. We also investigate individual incidents involving loss of life or

serious harm and bring teams together to deal with major and often high profile incidents. It can be intense, but exciting work.

Inspectors can, uniquely, get things put right and directly protect people through the wise use of our powers, tools and discretion. That includes holding people accountable when things go wrong.

Trainee inspectors are closely supported by their team, experienced colleagues, specialist inspectors, and world class forensic science support. That means our inspectors have the opportunity to develop an impressive range of skills and build a varied and interesting career.

What we do is important – saving lives and protecting people. It is not easy to become a good regulator, but it is genuinely rewarding. If you are up for the challenge, then I look forward to meeting you.



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# The Health and Safety Executive

## Our Story



At the Health and Safety Executive, we believe everyone has the right to come home safe and well from their job. That's why our mission is to prevent work-related death, injury and ill health.

We are proud of the support we provide to businesses – through free guidance and advice. By giving employers the confidence to manage risks correctly, we boost productivity, support the economy and contribute to a fairer society.

HSE helps workers understand how they

can stay safe and well.

With roots stretching back to 1833 the modern HSE is an independent regulator with over forty years' experience helping Great Britain work well. Using world leading science we have helped protect millions of people from devastating injury and suffering.

HSE leads the way, but doesn't act alone. Everyone has a part to play - employers, unions, trade associations, professional bodies, academics and others.

Working in partnership is one of our strengths. It's at the heart of how we protect workers and the public.

We concentrate on the most serious risks. We target industries with the greatest hazards, and sectors with the worst risk management record.

We are firm and fair when using our legal powers. Inspection helps us check that serious risks are managed sensibly. When things go wrong, investigation helps us get to the truth and learn lessons. We hold employers to account for their failures and get answers for victims and make workplaces safer.

The world of work is always changing. We use science to understand these changes. And that understanding helps us all prepare for the workplaces of tomorrow, so Great Britain continues to be one of the safest and best places to work and do business.

We are the Health and Safety Executive.



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# About the Role

## Job Title

HM Trainee Inspector of Health and Safety

## Grade

You will join HSE as a Band 4 (HEO) and will promote to a Band 3 (SEO) following successful completion of the Regulatory Training Programme.

## Vacancy Reference

5022

## Location

There are posts available in a number of our offices across the country which are listed in detail below. You will be expected to travel between HSE offices and site visits. Please include your location preferences on your application form.

- Ashford, Kent, TN23 1HU
- Aberdeen, AB25 3UB
- Basingstoke, Hampshire, RG24 9NW
- Bedford, MK41 7LW
- Birmingham, B32 1AL
- Bootle, Merseyside, L20 7HS
- Bristol, BS1 6EW
- Carmarthen, Dyfed, SA31 1LP
- Cardiff, CF14 5SH

- Carlisle, CA1 1ER
- Chelmsford, CM2 5PF
- Crewe CW1 6GJ
- Edinburgh, EH4 3UE
- Leeds, LS11 9AT
- London, SW1W 9SZ
- Newcastle-upon-Tyne, NE98 1YX
- Norwich, Norfolk, NR7 0HS
- Nottingham, NG12 5GG
- Oxted, Surrey, RH8 0BT
- Plymouth, PL1 1DJ
- Sheffield, S3 8NH
- Wrexham, LL11 1PR

If you are applying for a post in Cardiff you may be required to complete your 2 year training in our Wrexham office.

If you are applying for a post in Plymouth you will be required to complete your 2 year training in our Bedford office.

These posts include a Detached Duty allowance. More information on Detached duty will be provided at Job Offer stage.

## Contract Type

This role is being offered on a permanent basis

## The Role

Our mission is to reduce work-related illness, injury and death across Great Britain.

All of our Inspectors of Health and Safety recruited through this campaign will start their career within HSE's Field Operations Division (FOD) or Construction Division (CD). These are two of HSE's operational divisions, covering many employment sectors including construction, agriculture, general manufacturing, engineering, food and drink, quarries, entertainment, education, health services, local and central government and domestic gas safety.

You do not need to have previous health and safety experience as all our successful recruits will join our unique two year regulators' training programme for new inspectors (accredited by NEBOSH). This programme (funded by HSE) develops your skills and legal and technical knowledge to give you the ability to enforce the law where and when you need to – as well as to give appropriate advice. Once you have successfully completed the programme, typically within two years, you will be promoted with an appropriate salary increase to a qualified HM Inspector of Health and Safety.

You will also learn from and work with other technical experts as you develop in the role, and you will be able to call on the support and help of others to assist you, just as you will assist them. Your individual and collective efforts will make a huge impact on the health and safety of others.



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# About the Role

## Key Responsibilities

As an inspector you will be involved in a range of activities, notably inspections and investigations. Where appropriate, you will use various legal processes such as notices and prosecutions to secure health and safety compliance. We operate a cost recovery scheme known as Fee for Intervention (FFI). Whilst you won't be involved in the collection of the fee, you will need to notify the dutyholder at the time of their inspection and/or investigation if that visit is going to be cost recoverable and why.

Investigations cover accidents, dangerous occurrences, ill health and complaints and your role will be to uncover what has happened and why. You will have to be prepared to tell people that there is a material breach of the law (you will be given lots of training to help you identify and understand this), what action needs to be taken as a result and to put this in writing. This will have a financial cost for the dutyholder(s) responsible.

You will have the opportunity to work off site or outdoors at workplaces spread across the region surrounding your base office; occasionally outside of normal working hours..

Not everyone will appreciate what you will be trying to achieve and sometimes it might be a struggle to change attitudes and convince others about what is required. But you'll find the support you receive from us is incredible and give you the confidence to deal with a wide range of duty holders.

The investigation of fatalities and serious accidents may mean visiting places where there is evidence of what has happened and, in some instances, the deceased may still be on site. You will work with other agencies such as the Police in such circumstances as well pulling from the valuable experience and expertise of colleagues and managers. At times, you may need to speak with the bereaved families and witnesses. You will need to be able to do this in a professional, but empathetic manner, communicating effectively with people at every level in an organisation and in the public arena.

Your aim will be to identify where there are material breaches of the law and take the action required to get these corrected, and to help dutyholders understand what they need to go to sustain compliance with the law. This might require you to take formal enforcement action. It might require persuasion and influencing skills. Often, it will require elements of both. You will

always need and to gather the right information and evidence to support your decisions. You therefore need a logical and analytical mind and good organisational skills. With our training and support, you will conduct cases in the Magistrates' Court (except in Scotland, where the legal system differs) and you may need to appear as a witness in court or at an Employment Tribunal.

As you might expect, this role can take you to all sorts of workplaces and conditions, and you may need to access various parts of the workplace, including at height. You therefore need to be reasonably fit. Obviously your health and safety is paramount to us and we will provide you with a range of personal protective clothing depending on the workplace you are visiting. When you are in the office, you will be dealing with the follow-up to investigations and inspections using HSE's information and recording systems.

Becoming a Health and Safety inspector is hugely varied and rewarding and you'll be challenged in ways you won't expect. The variety means that it is never dull. And you have an incredible opportunity to make a very positive impact on workers lives.



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# Regulators Training Programme (RTP)

A requirement for all new General and Regulatory Specialist Inspectors is to obtain a Post-Graduate Diploma in Regulatory Occupational Health and Safety which is bespoke to HSE (accredited by NEBOSH). This will give you the technical and legal skills you need to do your job as an effective regulator, under-pinned by an academic qualification. This is a valuable opportunity to obtain a qualification from one of the UK's best regarded vocational awarding bodies, funded by your employer.

New starters will complete the Diploma after 2 years and for the 3rd year of the training programme Continuing Professional Development (CPD) will be required.

## Programme Outline

The RTP consists of 4 units. The first three, assessed units, form the Diploma

- **Unit 1: Legal & Enforcement:** This unit provides the advanced skills and knowledge necessary to allow you to act independently in the conduct of routine enforcement actions in either England and Wales or Scotland. You will need to pass the 1.5 day Legal Assessment, which comprises 7

assessment tasks at the end of this unit.

- **Unit 2: Occupational Health and Hygiene & Safety Technology:** This unit equips you to recognise and address matters of evident concern and/or (potential) major concern across a range of industries. You will submit two written assignments (6000 words each) based on real inspections and an investigation.
- **Unit 3: Professional Practice Competency Framework (PPCF):** This unit concentrates upon key field skills concerning planning, priority setting and time management on the PPCF, inspections, investigations, enforcement notices, and legal proceedings.
- **Unit 4: Continuing Professional Development (CPD):** Further technical training that is undertaken from around Year 3 (onwards)

At the end of each Diploma unit studied, you will be formally assessed and are required to meet the necessary standards. In the event that you haven't achieved the necessary standards, we will support you and provide an opportunity to re-take the assessment / assignment. You

should understand that if you fail assessment elements, after two attempts, you will not be able to pass the diploma as a whole. Ultimately, if you do not pass the Diploma, you will not be able to continue to work as an HSE Inspector.

Once Units 1-3 have been completed, you will be awarded the Diploma. After this, there will be a series of further technical courses (Unit 4) which will allow you to build upon the skills learned in earlier training combined with your field experience so far. This unit will not be assessed.

If you have any special requirements to complete the Diploma, then HSE as an employer under the Equality Act 2010 has a duty to make sure you can access qualifications and assessments in the way most appropriate for your individual needs. We are committed to providing the support you need to achieve your potential.



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# Regulators Training Programme (continued)

The training is a mixture of blended learning, involving e-learning, tutorials and workshops and on the job training. On the job training will put you on the front line of our regulatory work, allowing you to learn from experienced colleagues whilst discovering the many areas in which we operate. As well as practicing and building your skills, you will be contributing to our operational plans.

A number of the training events will be at HSE offices. Majority of tutorials/workshops will be held across the HSE estate, with a number possible in external venues. From some locations you may have to travel on a Sunday to arrive on time for the course to start and return home late on the Friday. You will frequently be required to stay away from home for a whole working week. You can count travel time to and from a course for time off in lieu calculations but not time spent during the course, for example on evening work. If you travel to a training course, you can claim for the initial journey to the course and the final journey home.

You and your line manager will be given detailed schedules of training events and assessment periods for the whole of the training period at the beginning of the Diploma. You will both be expected to plan foreseeable work and personal commitments around this timetable. To pass the Diploma, you must attend all scheduled courses.

You will normally stay with your allocated Diploma Group throughout, to avoid timetable clashes. If you unavoidably have to miss any training due to unforeseeable events such as serious personal or family illness we will see what alternative arrangements can be made.

Here is an example timetable which will be combined with your on the job training, please note that on the job training will take up to 70% of your time.

Item	Start	Finish
Launch CD	10/03/2020	10/03/2020
Legal Phase 1 e learning CD	16/03/2020	27/03/2020
Legal Phase 1 Tutorial CI	31/03/2020	31/03/2020
Legal Phase 1 Workshop C	21/04/2020	23/04/2020
Health and Safety phase 1 E learning C	04/05/2020	14/05/2020
Health and Safety Phase 1 Tutorial CI	19/05/2020	19/05/2020
Health and Safety Phase 1 Workshop C	08/06/2020	12/06/2020
Legal Phase 2 e learning C	22/06/2020	03/07/2020
Health and Safety Phase 2 e learning C	22/06/2020	30/10/2020
Legal Phase 2 e learning D	29/06/2020	10/07/2020
Legal Phase 2 Tutorial CI	14/07/2020	14/07/2020
Legal Phase 2 Workshop C	04/08/2020	07/08/2020
Legal Phase 3 e learning C	17/08/2020	28/08/2020
Legal Phase 3 Tutorial CI	02/09/2020	02/09/2020
Legal Phase 3 Workshop C	21/09/2020	25/09/2020
10 MONTH Joint Visit with ODM C&D	01/11/2020	31/01/2021
Health and Safety Phase 2 Tutorial CI	03/11/2020	03/11/2020
Health and Safety Phase 2 Workshop C	23/11/2020	27/11/2020
Legal Phase 4 e learning C	07/12/2020	18/12/2020
Legal Phase 4 Workshop C	05/01/2021	07/01/2021
Legal Phase 5 Revision C	18/01/2021	26/02/2021
Legal Phase 5 Webinar C&D	19/01/2021	19/01/2021
Legal Phase 5 Assessment C	01/03/2021	04/03/2021
Legal Phase 6 Webinar C&D	16/03/2021	16/03/2021
Legal Phase 6 Witness Familiarisation C&D (Non diploma specialists)	02/06/2021	04/06/2021
Legal Phase 5 Assessment Resits C&D	19/07/2021	22/07/2021
Health and Safety Phase 3 e learning C&D	14/06/2021	25/06/2021
Health and Safety Phase 3 tutorial CI	06/07/2021	06/07/2021
Health and Safety Phase 3 Workshop C	26/07/2021	30/07/2021
Legal Phase 6 Defended Cases C	25/10/2021	29/10/2021



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# Candidate Profile

## Person Specification

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Whatever your background or degree subject, you need to be committed to improving health and safety in the workplace. We are looking for high calibre individuals with:

- Strong communication skills, enabling you to collaborate and partner with others as well as to influence change at all levels;
- Sound analytical skills with the ability to write effective reports and to present complex information, in a clear and concise way for a non-technical, sometimes adversarial, audience;
- Drive, determination and good planning skills which will enable you to deliver at pace;
- Initiative and decisiveness, supporting your ability to make effective decisions;
- Commitment to your learning and development to achieve the Regulators' Training programme, with the ability to proactively manage your own learning needs, continually seeking and acting on feedback to evaluate and improve your own and the organisations performance.

## Licences

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A full driving licence that enables you to drive in the UK is essential. However, HSE is willing to consider any proposals put forward by applicants with disabilities that would allow them to do the job by another means.

## Qualifications

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A minimum of a 2:1 Honours degree in any subject or a higher qualification (Level 7 or above). More information is available on the [GOV website](#).



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# Diversity and Equal Opportunities

The Civil Service is committed to becoming the most inclusive employer in the UK.

HSE is committed to providing a supportive and inclusive working environment and we particularly welcome female/BAME/disabled/LGBT+ applicants, as they are currently underrepresented in this discipline within HSE.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – a role model to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

## What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class

leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

## What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read More](#)



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# Salary and Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with HSE and the wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

## Salary

There is a starting salary of £30,288 rising to £38,325 on completion of our two-training programme

Posts in London receive an additional £4,313 London Weighting Allowance.

Standard pay rules apply for existing civil servants.

## Pensions

Your pension is a valuable part of your total reward package.

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant

contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [www.civilservicepensions.org.uk](http://www.civilservicepensions.org.uk) for more details.

## Generous leave allowance

25 days annual leave on entry, increasing to 30 days after 5 years qualifying service. This is in addition to 8 public holidays.

This will be complemented by one further day paid privilege entitlement to mark the Queen's Birthday

## Staff Wellbeing

Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers.

## Childcare benefits

Policy for new employees as of 5 April 2018, the Government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare

account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay a registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you here.

## Sick Pay

You may be entitled to sick pay subject to length of service as set out in the table below, to a maximum of 10 months' sick pay in a four year rolling period.

Length in Civil Service	Entitlement
1st year of service	1 month full pay & 1 month half pay
2nd year of service	2 months' full pay & 2 months' half pay
3rd year of service	3 months' full pay & 3 months' half pay
4th year of service	4 months' full pay & 4 months' half pay
5th year of service+	5 months' full pay & 5 months' half pay



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# Recruitment Process

To apply you will need to complete the online application process on Civil Service Jobs

## Stage 1 - Application form including Motivational Questions

As part of your application form you will be asked to complete 3 motivational questions.

## Stage 2 - Verbal Reasoning test and Civil Service Judgement test.

Please complete the tests as soon as possible (within 48 hours of submitting your application is recommended). You must complete the on-line tests by 11.55pm on 10th September 2019.

- Please note that a review of application numbers will be undertaken once the tests have closed. In this instance, we reserve the right to alter the pass mark in order to manage numbers.

## Stage 3 – Assessment of motivational questions

If you score above the pass mark for the online tests your answers for the motivational questions will be sifted.

## Stage 4 - HSE Assessment Centres

The assessment centre will test the following behaviours:

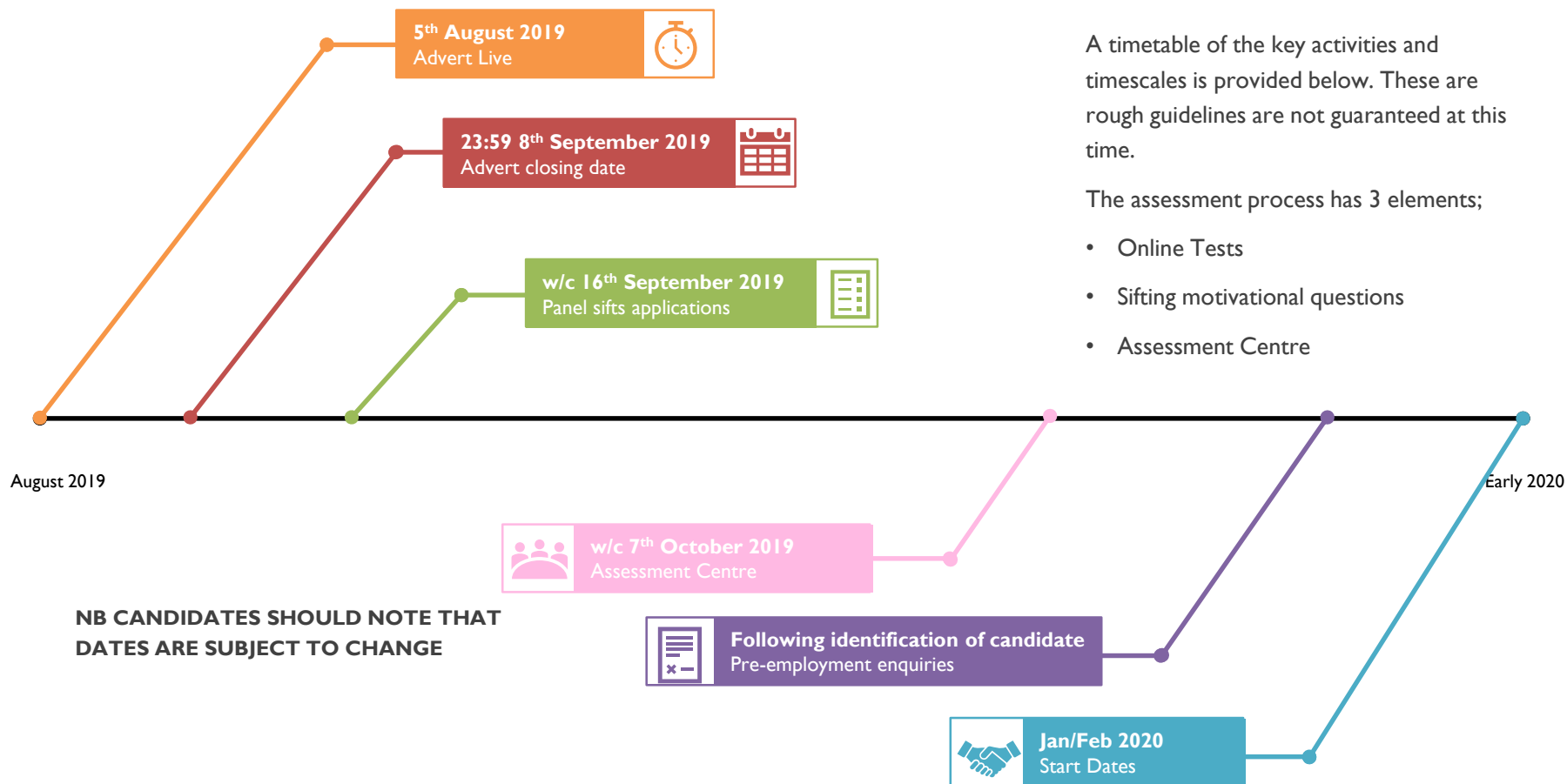
- Communicating and Influencing;
- Working Together;
- Changing and Improving;
- Making Effective Decisions;
- Delivering at Pace;

The behaviours will be tested via four exercises and more detail will be provided when you receive your invitation to attend. We do not have an interview at the assessment centre.



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# Expected Timeline



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# FAQ's

## Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

## Where will the role be based?

The candidate can be based nationally. The role also expects there to be frequent travel between HSE offices and site visits.

## Can I claim back any expenses incurred during the recruitment process?

Yes. If invited to interview you will receive an expense form when you can claim for any incurred travel expenses.

## What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom

- The Republic of Ireland
- The Commonwealth\*
- A European Economic Area (EEA) Member State

- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](http://Gov.UK).

## What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra

time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance.

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact:

[HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk)



[Contact us](#)

# FAQ's

## Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability commitment, you should complete the relevant section of your online application. It is not necessary to state the nature of your disability.

## What do I do if I want to make a complaint?

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#). If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to

make a complaint, you should contact the HSE recruitment team (at [HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk)) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

## What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact [HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk) before submitting your application.



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## Contact us

You can learn lots more about the role and the work of HSE through our [Facebook](#) and [LinkedIn](#) pages, or you can always ask a question at any stage of the application process by emailing [HR Resourcing team](#).