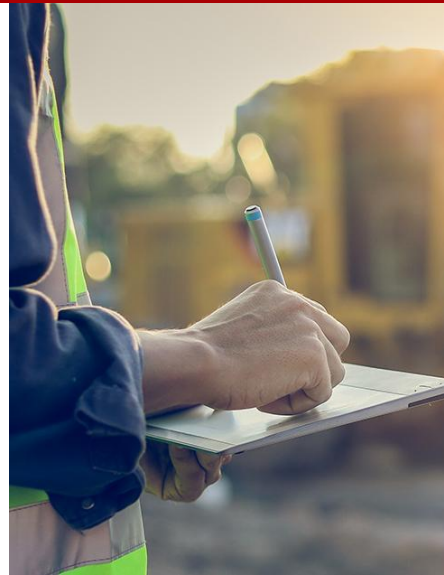


Health and Safety Executive

Candidate pack



Trainee Inspector of Health and Safety



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 are crucial to the future of the HSE and you will begin your career in one of our Operational Divisions, based throughout Great Britain. Different parts of HSE work together to enforce the law through direct inspection and investigation of businesses, working together with other parts of HSE to improve workplace conditions and holding people to account when things go wrong. Every day is different, and inspectors spend a lot of time working independently and making difficult or challenging decisions on the ground at workplaces across many industry sectors and ranging from small family run businesses to complex and large-scale multinational organisations.

Inspectors carry out inspections to assess how well risks are being controlled, follow up on concerns where information has suggested that conditions are poor, investigate incidents involving ill health, serious injury and in the worst cases loss of life, and prosecute when serious failings are found.

You will work on your own, with colleagues within your local team and on occasion may find yourself part of team brought together from across the country to deal with major and often high-profile incidents. It can be intense,

but exciting work.

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 both challenging and genuinely rewarding. If you are up for the challenge, then I look forward to meeting you.



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.



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 Regulators' Training Programme.

Vacancy Reference

186912

Location

There are posts available in a number of our offices across the country which are listed in the job advert on CS Jobs. You will be expected to travel between HSE offices and site visits, with some overnight stays required. Please include your location preferences on your application form.

Contract Type

This role is being offered on a full-time permanent basis

The Role

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

Inspectors of Health and Safety recruited during this campaign will normally start their career within HSE's Field Operations Division (FOD) and Construction Division (CD). These are two of HSE's operational

divisions, covering many employment sectors including construction, agriculture, general manufacturing, engineering, food and drink, entertainment, education, health services, local and central government and domestic gas.

This recruitment campaign also offers opportunities for trainee's to join our Chemical Regulations Division (CRD), Energy Division (ED) and Chemicals, Explosives and Microbiological Hazards Division (CEMHD).

ED is an operational division that deals with sectors such as major hazards, diving, offshore and onshore energy, mines, quarries and gas pipelines.

Further opportunities for four trainee inspectors to join our Chemicals, Explosives and Microbiological Hazards Division (CEMHD) who are responsible for GB-wide regulation of onshore high hazard premises and installations as well as the chemical manufacturing sector.

Our work involves planning and delivering regulatory interventions in workplaces, engaging with key industry stakeholders, and providing assurance that major accident risks are being properly managed.

You do not need to have previous health and safety experience as all our successful recruits will join our unique 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, which will take up to 3 years, you will be promoted with an appropriate salary increase to a qualified HM Inspector of Health and Safety.

Prior to starting the Regulators' Training Programme in Spring 2023, you will have a period of on the job training to get to explore the role including visiting sites with a range of HSE colleagues. During this time you'll also be introduced to different parts of the inspector role with small workshops delivered by colleagues across HSE on a regular basis to share their experience of being an inspector, explore the skills you'll need to develop and give you some background on some of HSE's inspection priorities.



About the Role

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.

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 enforcement notices and prosecutions to secure health and safety compliance.

Inspections involve proactively assessing the ability of employers to effectively manage risks to their employees and others (such as contractors or members of the public). Investigations cover accidents, dangerous occurrences, ill health and concerns about workplace conditions 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 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 ensure that this action is taken.

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. Very occasionally you may encounter some hostility to your visit. Your training and the support you receive from us will give you the confidence to deal with a wide range of duty holders and difficult situations.

The investigation of fatalities and serious accidents may mean visiting places where there is evidence of what has happened and, in some rare instances, the deceased person 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 breaches of the law and take the action required to get these corrected, and to help duty holders 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 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.

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 workplace duty holder at the time of their inspection and/or investigation if that visit is going to be cost recoverable and why. You may also need to become familiar with other cost recovery regimes.



About the Role

Key Responsibilities

In addition to the above, in CEMHD you will be:

- Providing assurance that major accident risks are being properly managed
- Writing site strategies and carrying out intervention planning
- Focussing interventions on improvements to operator safety management systems and control of risk, including carrying out leadership interventions.

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. You can expect to have a challenging, but realistic workload.

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 peoples lives.

In Chemicals Regulation Division (CRD), we have one position available for trainee Inspectors, you will play a huge part in protecting people and the environment, regulating a wide variety of workplaces across Great Britain where biocides, pesticides, industrial chemicals and consumer chemicals are manufactured, imported, supplied and used.



Regulators' Training Programme (RTP)

And what to expect

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. The Diploma can take up to 3 years to complete following this a year of mandatory Continuing Professionally 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 either England and Wales or Scotland. There are five phases in this Unit. Through these you will learn about regulatory law and practice, investigative interviewing, legal proceedings and witness familiarisation. 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:

Everyone completing the Diploma must take and pass this Unit it is spread across 3 phases. Through these you will learn about workplace hazards and risks, the principles of prevention and common control strategies. Through application of these principles and strategies you will be able to assess and regulate risks across a wide range of workplaces. The Unit emphasises the need to look beyond the immediate issues and examine the underlying management and organisational arrangements to secure ongoing compliance. You will submit two written assignments (6000 words each) based on real inspections and an investigation.

Unit 3: Professional Practice Competency Framework (PPCF):

The PPCF assesses your attainment of core competencies associated with planning, and undertaking effective regulatory interventions including priority setting, time management, inspections, investigations, enforcement notices, and legal proceedings. You will develop the required competencies through field work applying the knowledge and skills acquired during Unit 1&2.

You will have an operational assessor and coach to provide constructive feedback and support to successful completion of the PPCF as part of the Diploma.

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 to pass an assessment after two attempts, you will normally not be able to complete the Diploma. Ultimately, if you do not pass the Diploma, you will not be able to continue to work as a 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.



Regulators' Training Programme (RTP) continued

If you require any reasonable adjustments 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.

The training is a mixture of blended learning, involving digital learning, virtual classroom tutorials, face to face 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. The face to face workshops/sessions will take place across HSE offices and some external venues.

Where possible we schedule workshops from midday Monday and finish midday Friday to reduce the time spent away from home. 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 have to miss any training due to unforeseeable events such as serious personal or family illness, we will explore with you 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.



Regulators' Training Programme (RTP) continued

Training commences with the Legal Unit. There are 6 Phases to the Unit which gradually build up your regulatory knowledge and skills. The phases are:

Phase 1: Introduction to Law and Regulation

Deals with basic legal and regulatory concepts.

Details the structure of courts and judiciary.

Culminates in a jurisdiction-specific workshop.

Phase 2: Enforcement and Investigation

Focusses predominantly on making enforcement decisions and drafting notices.

Culminates in a cross-jurisdictional investigation case-study based workshop, which introduces trainees to the investigation process, including statement-taking.

Phase 3: Analysis and Reporting

Focusses on evidence gathering and witness interviews (including suspect interviews under caution).

Culminates in an investigation-based workshop, focussed on evidential analysis and constructing a robust legal argument.

Phase 4: Preparation and Presentation Cases

Focusses on the preparation of legally robust cases either for prosecution, or submission to Procurator Fiscal in Scotland.

Also covers in detail Work Related Deaths and inquests/Fatal Accident Inquiries (FAIs).

Culminates in a jurisdiction-specific workshop, incorporates a practical exercise on disclosure.

Phase 5: Legal Assessment

This is the legal assessment consisting of 7 individual assessments of legal knowledge and regulatory practice .

Phase 6: Practical Legal Consolidation Courses

Provides practical consolidation of trainees legal knowledge through workshop events based around the preparation and presentation of criminal cases.

Unit 1: The Legal Unit takes approximately 12 months to complete. There are 17 days of facilitated tutorials and workshops spread across the full Unit. Completion of the digital learning is mandatory and sufficient time is provided to ensure this is completed prior to attendance at the tutorials and workshops.

Unit 2: Occupational Health and Hygiene & Safety Technology is divided into 3 phases-

Phase 1: Principles of Hazard and Risk Control - introduces the principles of prevention as an approach for controlling work health and safety risks. It looks at how these principles are reflected in the key legal provisions. It introduces health and safety management including human factors, and explores why it is important to look beyond the immediate concerns to identify the organisational issues requiring action to secure long term compliance.



Regulators' Training Programme (RTP) continued

Phase 2: Practical Strategies for Controlling Workplace Risks - builds on the principles of prevention and explores control strategies to common health and safety risks. The Phase provides examples of common approaches to attain compliance with key legal provisions. The associated Workshop consolidates this learning in an opportunity to observe some of these control strategies in practice at HSE's Science Division workshops in Buxton.

Phase 3: Risk Management: Human factors and Organisational Control – This phase builds on the management concepts introduced in Phase 1 looking at different types of management systems and how these can be assessed during regulatory interventions. The significance of Human factors during any assessment of health and safety systems is explored further and the phase emphasises the importance of effective management and organisational actions in controlling risks. Health Surveillance, as part of an effective health and safety management system, is discussed including the elements required to make an effective health surveillance programme.

Workshop 3 consolidates the learning and through a case study provides opportunity to explore different enforcement approaches to address management failings to secure ongoing compliance.

The Unit has 18 days of facilitated tutorials and workshops, supported by mandatory digital learning. The final phase is delivered at approximately 16 months. Assessment is through two written assignments based on operational interventions undertaken by the candidate to critically analyse and review organisations management of occupational health and safety risks



Candidate Profile

Person Specification

Regardless of your background or qualification, you need to be committed to improving health and safety in the workplace.

We are looking for high calibre individuals with:

- Good communication skills, enabling you to give direction, collaborate and partner with others as well as to influence change at all levels, occasionally you may come across an unreceptive or confrontational audience;
- Sound analytical skills to include being able to critically review numerous pieces of information, identify significant findings, draw conclusions with reference to relevant benchmarks, make recommendations and articulate them in a written report.
- The ability to plan, change and adapt and have the determination to progress multiple workstreams at the same time and deliver at pace.
- Initiative and decisiveness, supporting your ability to make effective decisions;
- Confidence to take charge of situations, people and decisions
- Resilience, having inner composure, the ability to recover quickly from setbacks and learn from them;
- 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.
- We welcome applications from Welsh language speaking candidates for our posts based/working within Wales

Licences

A full driving licence that enables you to drive in the UK is essential.

Qualifications

For posts in our Field Operations, Construction, Energy and Chemicals, Explosives and Microbiological Hazards Divisions, 2:2 Degree or level 6 equivalent.

For posts in our Chemicals Regulation Division, we are looking for individuals with a minimum of a 2:2 Degree or equivalent in biology, chemistry or other relevant scientific subject.



Diversity and Inclusion

The Civil Service is committed to being a Civil Service for everyone

HSE is focused on inclusion to build our culture and representation as a place that attracts, develops, retains and fully engages all the diverse talent across HSE. We are continuing to increase the representation of currently under-represented groups at all levels in the organisation and have reduction of bullying, harassment and discrimination as a business priority.

What's in it for me?

We want everyone in HSE to go as far as their talent takes them, regardless of background. If you're interested in developing your career with us – starting with this interesting and challenging role then please consider applying. You'll find that we have a truly welcoming, respectful, engaging and enriching work culture at HSE, with plenty of opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this candidate 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](#)



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 £31,663 rising to £40,178 on completion of our training programme which can take up to 3 years from when you start the programme.

Posts in London receive an additional £4,378 London Weighting Allowance.

Standard pay rules apply for

existing civil servants.

Terms and Conditions for Existing Civil Servants

For existing Civil Servants (including transfers/promotions into HSE NOT on modernised T&C's:

- You will retain your existing Terms and Conditions

For existing Civil Servants (including transfers/promotions into HSE) already on modernised T&C's:

- You will transfer over on existing modernised terms and conditions

Please refer to the attached document regarding T&C's



FAQs

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.

You can select 2nd and 3rd choice locations, but please only select locations which you can travel to as you may be offered these in the event that your 1st choice is not available.

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

UK nationals
nationals of Commonwealth countries who have the right to work in the UK
nationals of the Republic of Ireland
nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
certain family members of the relevant EU, EEA, Swiss or Turkish nationals

What if I don't have access to my own car

HSE has a small fleet of official pool cars available to all staff to use when travelling to site on official business. If a pool car is not available at your office location, then you can use a hire car for official business, the cost of which will be met by HSE

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.

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



FAQs – Next Steps

When will I start?

The roles will start no later than October 2022, ready for the Spring intake for the Regulators' Training Programme.

What is the timeline for this vacancy?

The advert will be live between 12th April– 5th May
The sift will take place from 3rd May
The assessments will commence from 26th May
The interviews will take place from 27th June
Successful applicants will be contacted week commencing 8th August

Where can I find out more information?

HSE will run a Information Event – details of which will be on the advert.

Additionally, candidates can get more information on the FAQ sheet attached to the advert or, alternatively, candidates can read more by visiting the HSE Careers website.

Are equivalent degrees accepted?

Yes. We will accept a 2:2 Degree or level 6 equivalent.

For posts in our Chemicals Regulation Division, we are looking for individuals with a minimum of a 2:2 Degree or equivalent in biology, chemistry or other relevant scientific subject.

