HEALTH AND SAFETY EXECUTIVE (HSE)

BAND 4 TRAINEE INSPECTORS

INFORMATION LEAFLET

April 2010
What does the Health and Safety Executive do?

Our role is to prevent death, injury and ill health to those at work and those affected by work activities. HSE’s health and safety strategy has four overall objectives:

- to reduce the number of work-related fatalities, injuries and cases of ill health;
- to gain widespread commitment and recognition of what real health and safety is about;
- to motivate all those in the health and safety system as to how they can contribute to an improved health and safety performance;
- to ensure that those who fail in their health and safety duties are held to account.

Last year 29.3 million days were lost to British industry as a result of workplace injury and work-related illness caused by work activities. 180 workers were killed at work, more than 27,594 people suffered a major injury caused by work activities and 1.2 million people suffered from work-related illness. These are the facts. We want to achieve a record of workplace health and safety that leads the world.

How we do it

There are many ways that we promote health and safety: by providing information, guidance and advice, for example, as well as promoting training and commissioning research. On the legal side of things, we’ve developed a goal setting system of regulation – and of course, we also enforce the law.

As workplaces change, so do health and safety needs. It’s a dynamic and evolving arena that is constantly presenting fresh challenges. So we are always looking at new, innovative and imaginative ways to build an effective health and safety culture in the UK: one that will protect people and save more lives.

What does an inspector do?

Place yourself in any working situation. Imagine a risk to an individual’s health or safety and what could be done to prevent or control it. Using informed common sense, judgement based on your training, and influencing skills, your job will be to convince those involved (Directors and Senior Managers of large to small organisations) to make changes – to improve working conditions and maybe even to save lives. 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 needed. However, this is a fundamental part of what an inspector has to do.

We inspect all kinds of workplaces, from factories, refineries, farms and construction sites to fairgrounds, hospitals and universities. The variety of sectors, industries and processes that you will see means the job is interesting as well as challenging. Inspections are normally made unannounced and you will not always be welcome, so your interpersonal skills and an appropriate level of assertiveness will be important. Investigations will cover accidents, dangerous occurrences, ill health and complaints. The investigation of fatalities and serious accidents may mean dealing with bereaved families and traumatised and distressed witnesses as well as anxious and concerned duty holders.

You will deal with people at every level in an organisation: directors and managers, employees, union representatives, and members of the public. Their level of knowledge and understanding of health and safety issues will vary and therefore you will need to be able to adapt your style of communication to cope with this. You will be required to be fair and open-minded and show an appreciation of the needs of different cultures and practices. You will also need to develop confidence and ability in speaking persuasively to gatherings of employers, or other stakeholders.

Although your primary aim will be to secure improvements through influence and persuasion, you must take formal enforcement action when you discover a risk of serious personal injury or significant breaches of the law. It will be your responsibility to determine when such action (i.e. notices and/or prosecution) may be appropriate and to gather and present appropriate evidence. You therefore need a logical and analytical mind and good organisational skills. You will be required to 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. Training will be given to enable you to deal with these situations.

In some industries e.g. construction, much of the work will be outdoors and could be in all weathers. On some occasions Inspectors can be active on site for lengthy periods and during inspections and investigations you may be required to access various parts of the workplace, including at height, to complete your work effectively. You need to be prepared to use a range of personal protective clothing, e.g. hard hat, protective footwear, hearing protection etc, and other equipment at times. 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.

An inspector’s job cannot always be done between the hours of nine to five and therefore you do need to be flexible. For example, you just don’t know what conditions you may find when you visit a workplace and you do have to remain there until you have dealt with whatever you encounter.

Inspectors spend a significant proportion of their time travelling, including to remote locations. It is essential, therefore, that all applicants have a full driving licence that permits them to drive in the UK. We are willing to consider any proposals put forward by disabled candidates that allows them to do the job by other means.

Your training and development

HSE Inspectors are highly regarded in Britain and internationally as first class health and safety regulators. In order to maintain this standard, HSE is fully committed to providing the highest quality training to our new recruits. From the day you start working as an Inspector you will be encouraged and supported in the development of your skills and competence and there will be plenty of opportunities to advance your career within HSE.

A key part of the training HSE offers new Inspectors is a Post Graduate Diploma (PGD) in Regulatory Occupational Health and Safety. (To remain employed as an Inspector you must pass all elements of the PGD – we will support you to do this). The diploma is delivered over four years in partnership with HSE and the University of Warwick and consists of four modules:

- Legal and Enforcement
- Safety and Risk Assessment
- Occupational Health and Hygiene, and
- Business Awareness, People and Influencing Skills

The Diploma is a unique course, reflecting the academic standards of one of the UK’s top universities, in conjunction with tutorials and courses and work based-learning provided by HSE. During your first four years, your structured learning and development programme will enable you to carry out preventive inspections, investigations, enforcement and advisory work on a solo basis (which you will start to do after a few months in post) and assist you in becoming the best inspector you can be.

The University of Warwick normally require a standard entry qualification in order to undertake the Post Graduate Diploma. This is a first degree (upper second or above). It is recognised by the University that our Inspectors have a wide range of experience and qualifications that may not align with the normal entry qualification. If this applies to you, you will be asked by the University at the time you register for the Diploma to provide a supplementary personal statement to support your application. The statement should outline the skills you may have acquired through work experience or vocational study that will be useful to you as a postgraduate student.

As part of the Diploma you will be required to attend mandatory training courses and tutorials, which at times will be residential and require overnight stays and/or longer hours. We have estimated that most Trainee Inspectors will be away at residential training courses for around 60 nights in the first two years. The nights away in years three and four will be slightly less. A number of training courses will be at University campus and these will range from 2 to 5 days in duration. Other courses of similar duration will be held in HSE offices or in hotels at various locations. We do try to arrange it so that you normally only have to attend one course per month.
If you are successful in gaining employment with HSE, you will be required to attend a residential induction event at the **University of Warwick on 11 – 15 October 2010**. At this event, you will be provided with a timetable detailing your training courses for the first two years. This will allow you to plan your attendance at courses and identify time away from home well in advance.

At the end of your second year, provided you have successfully completed the relevant parts of the Diploma, demonstrated your competence, and made satisfactory progress in the other elements of your training, you will be re-banded from a Trainee Inspector to a Regulatory Inspector, with a commensurate increase in your salary.

**What do you get from us?**

Besides the opportunity to make a real difference, there are many other benefits working for HSE. In addition to a competitive salary of £27,113 (plus £3992.00 London weighting for trainee inspectors located at our London office) with built-in progression guarantees you can expect:

- A permanent contract of employment including some of the best terms and conditions in the labour market;
- Opportunity to receive annual Performance Awards;
- Flexible working hours and patterns to help combine your work and home life; five weeks annual leave rising to six weeks after 5 years, plus an extra 2.5 ‘privilege’ days, as well as public holidays;
- Membership of the Civil Service Pension Scheme (please see paragraph below for further details);
- Additional maternity and paternity leave subject to certain conditions;
- Active management of your health, safety and well-being at work; encouragement to fulfill your potential and, for the right people, early career progression. In particular, we encourage those with leadership qualities to reach their full potential and to make early progress to leadership roles;
- Enormous job satisfaction from your role, work/life balance, weekends to yourself (unless a serious incident has occurred),
- An independent counselling service, provided by Right Corecare. They offer free confidential help and advice for any issue you might be having;
- The Civil Service Motoring Association (CSMA) is the UK’s largest private home, leisure and motoring organisation. They offer their 350,000 members exclusive and money saving benefits. For further information visit the web site – [www.csma.uk.com](http://www.csma.uk.com);
- The Civil Service Benevolent Fund (CSBF) is one of the largest occupational benevolent funds in the UK and the principal charity for Civil Service staff and their financial dependants. We aim to provide services which meet the changing needs of a modern Civil Service workforce. For further information visit the website – [www.csf.org.uk](http://www.csf.org.uk);
- Being a Civil Servant means that you can apply to become a member of the Benenden Healthcare Society, who are a non-profit organization. For as little as £1.50 per week you can get the first class medical help you need, when you need it most. For further information visit the web site – [www.benenden-healthcare.org.uk](http://www.benenden-healthcare.org.uk);
- Site visiting/investigations may sometimes involve nights away from home and therefore HSE will reimburse Inspectors travel/accommodation expense in line with HSE’s Policy.

**Work Life Balance**

Advance notice will always be given of residential and other training events to allow Trainee Inspectors the opportunity to arrange cover for domestic needs/ personal commitments. Any additional childcare expenses incurred as a result of attending the training may be met by HSE.

HSE will do its best to accommodate people’s needs, however the demands of the 4 year Post Graduate Diploma training scheme are such that flexibility around attendance at the formal and informal training is limited. Each case will be considered on its merits.
Pension

We offer you a choice of two types of pension:

- **Nuvos.** This is an occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.

- **Partnership pension account.** This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

You do not have to join the Civil Service Pension arrangements; you may opt out and be covered instead by a personal pension or the State Second Pension Scheme (S2P). You will be automatically entered into the Nuvos scheme on appointment unless you return your choice form at or before your start date. However, if you want your alternative pension arrangements to apply from the start of your appointment you must make your decision within three months of that date. If you wish to transfer pension benefits into PCSPS you should apply within 12 months of joining HSE. **DWP APAC Newcastle, Employee Services, Staff Pensions, Room BP5202, Benton Park View, Longbenton, Newcastle-upon-Tyne, NE98 1YX Tel No: 0870 010 0597.**

For further information please visit the Civil Service Pensions website [www.civilservice-pension.gov.uk](http://www.civilservice-pension.gov.uk).

About you

Whatever your background you need to be committed to improving health and safety in the workplace.

You will have a degree or an equivalent professional/academic qualification, preferably in a science or engineering related subject. However, exceptional non graduate applicants, who can successfully provide evidence that they have shown a strong commitment to learning and proactively sought development opportunities will also be considered.

You will need to be able to learn about and understand a wide range of industrial processes. You will also need good comprehension skills to understand legal and technical documents and the ability to write clear, accurate and succinct letters and reports which can be understood by recipients with varying degrees of technical and/or legal knowledge.

You must have an ability to influence and persuade, and be capable of reaching meaningful and balanced judgments. For most of your time when out visiting workplaces – typically 3 days a week – you will be working alone, so you need to be self reliant and comfortable working independently. However, much of your work will contribute to wider programmes and projects so you should also be able to work collaboratively and flexibly within a team of colleagues. Above all, we need people who can be professional and demonstrate calm and poise when working under pressure in one of the most demanding jobs in the public sector.
Locations

At this stage we anticipate vacancies in the following locations:

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Preference

You will be required to apply to the region in which you wish to work. When completing the application form you will then be able to indicate, in order of preference, the specific office locations in which you would be willing and able to work, with a maximum of three choices.

Please note that you are only able to apply once and be considered for one region. If you apply to more than one region we will only accept your first application, and any subsequent applications will be withdrawn.

After taking into account the needs of the organisation, every effort will be made to take your preference into consideration. However you should live within normal / reasonable commuting distance to whichever office you nominate.

* Please note for Nottingham, Northampton offices you will be expected to do the initial two years training at either the Birmingham or Stoke office (please indicate your preferred training office alongside your preferred location within the online form). This will involve working temporarily from another HSE office within your chosen region for which you will receive living and travelling expenses in line with HSE policy.
Application Process and Instructions on How to Apply

How the process will work

The application and selection process is thorough and, as well as allowing us to assess your ability to do the job, is designed to provide you with an insight into the work of a Trainee Inspector of Health & Safety. The objective of the process is to evaluate each candidate’s ability in relation to the competencies that have been defined as being important attributes for the role. The key stages of the process are:

Stage 1 – Application Form

Complete the on line application form available via our website which asks for some personal details and examples of how you meet the criteria for the role. Please read the guidance at the beginning of the form so that you understand the information that we need from you. The closing date for submission of completed applications is midnight on Wednesday 21 April 2010.

Once you have completed and submitted your application, you will be sent an e-mail confirming that we have received it.

All candidates who meet the basic eligibility criteria for the role will be sent an e-mail inviting them to complete an on-line Situational Judgement assessment tool known as SiftAbility™ within three working days of submission.

Stage 2 - SiftAbility™

SiftAbility™ is known as a Situational Judgement assessment tool. That is, it presents “real” situations based on the challenges that can be faced within a generic business situation and asks you what you would do in response to each challenge.

About the scenarios

Please note that the scenarios used in SiftAbility™ are not directly related to the role of Trainee Inspector. However the exercises do test the underpinning behaviours and competencies required by a Trainee Inspector. Therefore, it is not essential to know or have experience of the setting/context in the individual scenarios.

- You will need to complete the test on-line.
- Your invite to the test will come from support@siftability.co.uk and contain three URL links which represent the three exercises that you will need to complete. These will be sent to the e-mail address that you used to register your application so please ensure that you check this regularly.
- Also remember that your internet settings may divert e-mails to your junk mail or spam folder if it considers the material to be unsolicited so remember to check the junk mail or spam folder as well.

Please note that SiftAbility™ must be completed by 4pm on 29 April 2010. It is strongly advised that you complete SiftAbility™ as soon as possible after you receive it. It is not advisable to complete ‘last minute’ as you need to allow time for completion and the deadline cannot be extended beyond the defined date.

The on-line test invitation will include details of how to access user support if you encounter any technical difficulties.

Stage 3 – On-line Tests

Candidates who are successful in the SiftAbility™ test will be invited to complete a further set of on-line tests, in the week commencing 10 May 2010, which will include Numerical and Mechanical Reasoning and which must be completed by 4pm on 19 May 2010.

Please note that you may be re-tested at the assessment to verify your test scores.
Stage 4 - Assessment

Once the on-line tests are complete, candidates will be placed in merit order and invited to attend an assessment centre. The invitation will also request candidates to complete an on-line personality profile.

Assessment centres will be held:

Week commencing 14 June 2010 – Merseyside
Week commencing 21 June 2010 – London
Week commencing 5 July 2010 - Merseyside

The event will be a full day event and will consist of:

• A structured, competency-based interview;
• A group discussion exercise;
• Two written exercises;
• A verbal reasoning test;
• A retest of the Numerical Reasoning test.

Further details will be provided if you are invited to attend the assessment event.

If you are invited to the assessment event and you want to find out more about the role and work of an inspector, you will have the opportunity on the assessment day to ask questions of existing / previous Inspectors.

If you are successful and are offered a post you will be expected to start work with us on Monday 4 October 2010. This date is not negotiable.

Please note that you will receive an email from us if you are unsuccessful at any of the selection stages.

If you have any questions about the application process, please call Capita on 01256 383753.

Please do not call HSE direct.

Travel and Overnight Expenses for interview

If travelling within the United Kingdom HSE will refund your travelling expenses, within certain limits (and your accommodation costs if you have to stay overnight) if incurred through attendance at an interview or examination. Details will accompany your invitation to interview or examination.

However HSE cannot refund expenses for travel to this country from abroad. If you are already a civil servant, you may wish to ask your HR department whether you can be regarded as travelling on duty. If you are serving overseas in HM Forces, you should ask your service authority about the possibility of travel at public expense.

Referees

HSE is required to seek references to cover the last 3 years. You should not send testimonials, you will be asked on your application form, or, at a later stage if you are considered otherwise acceptable for appointment, for the names of referees, who are not related to you and who have given permission for us to approach them. They should have first-hand knowledge of your qualifications and experience and be able to report on your present or recent employment. If you have undertaken relevant further education in the last 5 years, you should name the member of the academic staff best acquainted with your work and conduct. You should give more than one name if this is necessary in order to cover the period of such education.
Health Declaration

We want you to be able to give regular and effective service in your new role, without undue risk to your health. If you are successful you will be asked to provide details of your health on a health declaration form. This will be treated in the strictest confidence and will only be examined by HSE’s Occupational Health Service provider.

Security Clearance

Some posts require security clearance and successful applicants will have to undergo an appropriate level of security vetting.

Nationality

Most civil service posts are open to UK Nationals; Commonwealth citizens (which includes British Dependent Territories citizens, British Nationals (overseas), and British Overseas citizens; British Protected persons; EEA nationals (including EFTA) of other member states; and certain non-EEA family members.

Character

If you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your answers.

Diversity

HSE wants to employ a workforce that reflects the diverse society in which we seek to protect people from harm. We value the individual contributions that people with different backgrounds, skills and abilities bring to the organisation. We therefore seek and welcome applications from people irrespective of age, disability, gender, race, religion or belief, or sexual orientation.