

JOB DESCRIPTION

Job Title:	Health & Safety Manager		
Service:	HR, OD, Payroll & Health & Safety	Directorate:	Chief Executive
Post No:	TBC	Grade:	J
Responsible to:	Assistant Director of HR, OD, Payroll & H&S	Responsible for:	Health and Safety Supervisor

Key Objectives:	
1	To provide the Council's Leadership Team with competent guidance and support in relation to Health, Safety and Wellbeing, in order that its services are delivered in accordance with legislation and good practice.
2	Lead and manage a robust Health and Safety management system across the organisation,
3	Ensure that the organisation complies with Health and Safety legislation, regulation and good practice
4	Ensure that all employees are clearly informed of their responsibilities under the Law and Council Policy.
5	Maintain, review and keep updated the Corporate Health, Safety and Wellbeing Policy, as required by Section 2(3) of the Health and Safety at Work Act 1974
6	Contribute to key Council documents being formulated at Leadership/Senior Management level in relation to Risk Management, Emergency Planning and Business Continuity, giving advice guidance from a Health, safety and Wellbeing aspect.
7	Ensure that the necessary financial arrangements required to operate an appropriately resourced Health and Safety team, are in place, monitored and managed.
Principal Duties and Responsibilities:	
1	To act as the Council's main source of competent advice on health, safety and wellbeing matters, working with stakeholders and partners to ensure a professional advisory service is available to all staff.
2	Implement all aspects of the Health, Safety and Wellbeing Policy across the organisation, including reviewing and updating the policy as and when required
3	Assist the employer to fulfil its duties as 'Responsible Person' in accordance with the Regulatory Reform (Fire Safety) Order 2005
4	Provide advice and assistance to the Leadership Team in responding to notices and/or enquiries from the bodies such as the Health and Safety Executive and the Fire service.
5	Manage and develop the Health and Safety Team (Health & Safety Supervisor and Health & Safety Officer) to ensure appropriate, competent and suitably prioritised resource can be provided on Health, Safety and Wellbeing matters across the organisation.
6	Provide advice and guidance to relevant members of the Leadership Team and Middle Managers in relation to their responsibilities under the Construction Design and Management (CDM) regulations 2015, when undertaking construction projects.

7	Monitor and manage the performance of the team ensuring that staff appraisals are undertaken in line with the Council's relevant policy and where necessary recruitment processes are followed to effectively maintain the Health and Safety Teams' capacity to deliver the service.
8	Ensure that the Council's Health and Safety Management System continues to be developed to enable managers to fully integrate health and safety into their service plans and day to day decision making.
9	Provide quarterly Health, Safety and Wellbeing updates to the Council's leadership meeting.
10	Attend, when required, the Council's Leadership Meetings to present necessary policy updates or reports on specific Health, Safety and Wellbeing.
11	Maintain through regular review and updating, the Corporate Health and Safety Policy and associated supporting guidance, making sure monitoring procedures and compliance reports are available for audit.
12	Advise on appropriate safety standards on safe systems of work to minimise risk of personal injury, fire or health hazard that may affect the health & safety of the Council's employees. Ensure appropriate organisational learning from accidents, incidents and near misses is carried out.
13	To co-ordinate and working with colleagues and stakeholders to ensure the effective maintenance of emergency procedures at all Council's premises.
14	Maintain the Corporate 'Clients of Concern' register (or its replacement following current review) and disseminate information to relevant managers as and when individuals are added to, or removed from the register.
15	To carry out regular site visits to all Council establishments and non-Council sites and premises where Council personnel are deployed, to review and audit Health, Safety and Wellbeing related matters. Highlight any shortcomings to relevant managers and monitor action arising.
16	To review and advise on the suitability of safety appliances, protective clothing, safety requirements of new machinery and processes and the control of hazardous substances.
17	To ensure that the Leadership Team is kept informed of developments and changes to relevant regulations, codes of practice and guidance notes affecting Health, Safety and Wellbeing
18	To develop and co-ordinate a programme of Health & Safety training consistent with the needs of the organisation.
19	To liaise as directed with the Council's Occupational Health Advisor to undertake employee occupational health risk assessments as and when required.
20	Undertake any other duties that can reasonably be expected of the role and the level of responsibility

PERSON SPECIFICATION

	Essential		Desirable	
Qualifications	1	Evidence of an extensive track record of professional development in health and safety.	1	Level 2 Fire Safety Risk Assessment qualification
	2	Membership of a relevant professional body (such as the Institute of Occupational Health and Safety (IOSH) and professional qualification to CMIOSH or equivalent.		
	3	NEBOSH Diploma in Occupational Health & Safety, or equivalent		
Experience	4	Significant experience of as a health and safety practitioner in a medium to large organisation, with evidence of strong track record of achievement in managing a wide range of risks and health and safety incident.	2	Local Government
	5	Ability to develop and maintain successful, collaborative business relationships with staff at all levels, internally and externally	3	Setting and monitoring of budgets
	6	Extensive experience of analysing business problems and applying standards and good practice to deliver appropriate solutions.		
Knowledge	7	Detailed and thorough knowledge of health and safety legislation, regulations and good practice and the confidence to demonstrate professional leadership	4	Local Authority organisation and services
	8	Risk Management.		
	9	Excellent communication skills, both verbally and in writing including presentation and report-writing skills.		
Skills	10	The skills and knowledge to design and deliver staff learning and development programmes using a range of appropriate techniques		

	11	Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements		
Other requirements / circumstances / aptitudes	12	Flexible, adaptable and approachable		
	13	Self-motivated with the ability to motivate others		
	14	Possess a valid driving licence and have use of a car, with appropriate insurance, for business purposes.		
Safeguarding children, young people and vulnerable adults	15	Fully understands their role in the context of safeguarding children, young people and vulnerable adults.		

Essential Competences

Communicates clearly and openly with others in order to inform, instruct, persuade and encourage feedback

Demonstrates a “can do” attitude and focuses energy and commitment on achieving results that are critical to own and organizational success

Understands the role of the organization, its communities and the needs and expectations of internal and external customers. Works professionally and innovatively to meet or exceed these needs and expectations

Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative ideas, solves problems and continually improves performance

Collaborates and consults with others effectively, in joint pursuit of team and organisational goals

Understands the environment in which the organization operates and considers the financial and wider commercial implications of their decisions and actions

Demonstrates the appropriate level of specialist knowledge and expertise required to effectively fulfil the role and ensure continuous self/professional development (CPD)

Essential Management Competences

Demonstrates the ability to manage staff performance and development. Sets standards and expectations, recognizes and promotes good performance, decisively manages poor performance, encourages staff to develop their knowledge and skills using appropriate opportunities and techniques

Demonstrates a collaborative and adaptive leadership style with colleagues and partners. Delivering the organizational vision through informed and insightful decision making

Is able to think and plan strategically, envisioning the future of the sector and local area. Develops effective strategies and plans to shape and deliver long-term organisational objectives

Demonstrates a high level of motivation, interest and focus on the financial welfare of the organisation; delivering tangible benefits through the development and management of commercial projects, income streams, cost reductions and commissioning

Job Description and Person Specification created/updated by:

AD – HR, OD, Payroll and Health and Safety

in:

July 2022