



JOB DESCRIPTION

POST:	Health & Safety Manager (Corporate)
DEPARTMENT:	Public Protection
REPORTING TO:	Head of Public Protection
RESPONSIBLE FOR:	Health and Safety Team
GRADE:	7

ORGANISATIONAL CONTEXT:

This role sits in the Public Protection Team.

The role is responsible for:

- taking the strategic lead for health and safety across the Council's
- promoting and fostering a positive health and safety culture.
- maintaining an effective health and safety management system
- monitoring compliance with health and safety legislation to ensure the health, safety and wellbeing of staff and those whom the Council has a duty of care towards so far as is reasonably practicable.

The role will work closely with the Housing Health and Safety Manager (Compliance)

MAIN JOB PURPOSE:

- Responsible for the maintenance, monitoring and review of the health and safety policy and associated health and safety practices (HSPs), developing new ones where required.
- Providing, maintaining and monitoring of health and safety management system(s) in line with the Health and Safety Executives (HSE) management model HSG(65), including 'incident reporting, DSE management, Davis driver checks, CAL (customer alert system) and lone working system.
- Provide specialist health & safety advice and support regarding strategic and operational health and safety matters across the Council's undertakings to ensure compliance with legislation.
- Monitoring staff and contractors' compliance with following safe methods of working and that they are compliant with all relevant legislation.
- Monitor health and safety and CDM arrangements are in place for all relevant programmes and projects, including minor and major construction projects.

- To ensure all incidents/accidents/near misses (including violence an abuse) are reported, investigated by the manager and lessons learnt applied. Reporting RIDDOR where applicable.

DUTIES AND RESPONSIBILITIES:

- Assist in the development and implementation of relevant BMSDCs strategies, policies, arrangements, procedures, and management plans. Support managers to comply with BMSDC the policy, arrangements and procedures including risk assessment, controls, safe systems of work and investigations.
- Maintain an annual cycle of health and safety audits of services and teams in line with the policy, arrangements, procedure, making recommendations for improvement where required.
- Undertake thematic audits and make recommendations for service improvements.
- Provide line management to a health and safety team.
- Develop and maintain and health and safety team service delivery plan, monitor quality output and delivery targets.
- Provide and deliver SLT and the corporate health and safety group with a quarterly health and safety report to include key performance indicators.
- Attend directorate, service and team management meetings to where necessary to discuss and advise on health and safety needs.
- Ensure site inspections are carried out to assess compliance with health and safety requirements take place.
- Undertake a lead role in representing the health and safety service in all relevant corporate health & safety groups.
- Assist in the identification and implementation of and health & safety training matrix, learning and development needs, including e-learning systems.
- Assist in the design and implementation of digital systems to improve service delivery.
- Assist in and support the continual development of and implementation of IT systems and processes.
- To act as the Council's expert in all matters health and safety, seeking internal (e.g. fire safety) /external advice where there is a need due to insufficient competencies.
- Contribute to "horizon scanning" and make recommendations to improve the service.
- Work with Housing to ensure that the compliance assurance framework is maintained to provide evidence of our compliance across all statutory and regulatory requirements for housing.
- Assist in the delivery of a high performing customer centric service that delivers high levels of customer satisfaction.
- Assist in ensuring complaints, MP enquiries, FOI requests and Councillor enquiries are dealt with in-accordance with BMSDCs policies and procedures.
- Keep abreast with all organisational changes and business developments.
- Assist in the training of new and existing staff members when required, in-accordance with capability requirements.
- Undertake any other duties as requested.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	MEASURED BY:
The postholder must be able to demonstrate:	A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
NEBOSH National Diploma in Occupational Health and Safety or equivalent. NEBOSH National General Certificate (or Construction) in Health and Safety or equivalent IOSH CDM regulations training certificate or equivalent A full valid driving licence (desirable). Chartered Member of IOSH or GradIOSH near completion of chartered status	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Demonstrable knowledge of introducing/maintaining a health and safety management system (HSG(65) or IOS45,001) Significant experience of working in a public sector risk-based environment, including waste, public realm and housing. Demonstrable experience of managing a specialist team within a highly regulated environment. Demonstrable knowledge of statutory, regulatory, and best practice requirements in relation general health and safety.	A / I

<p>Desirable knowledge of building construction and regulations. Demonstrable knowledge of fire risk and general risk assessment principles. Ability to develop persuasive reports to influence positive health and safety cultural change, where needed. Good working knowledge of Microsoft office.</p>	
<p>SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i></p>	
<p>Able to lead a small specialist team and deliver an excellent service in a high pressure and highly regulated service area. Excellent project and budget management skills. Highly effective decision maker. Ability to explain complex technical information and guidance to non-technical colleagues and all stakeholders in plain English. Able to analyse complex data and produce reports. Methodical and organised approach to planning, implementation and record keeping. Able to communicate effectively at all levels in a manner relevant to the audience. Able to build effective relationships with internal and external customers. Able to operate independently representing a specialist area. Able to prioritise conflicting demands when under pressure. Able to consider and show respect for the views and opinions of others. Willingness to undertake training to meet changing needs.</p>	<p>A/I</p>
<p>BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people Valuing our customers Being open and honest Taking ownership Being ambitious</p>	<p>I/TP</p>
<p>EQUALITY AND DIVERSITY</p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>AI</p>



Our Values

...we believe in



OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.