



**Babergh &
Mid Suffolk**
District Councils

JOB DESCRIPTION

POST: **Health and Safety Lead – Property Assets and Compliance**

DEPARTMENT: Investment & Compliance

REPORTING TO: Head of Assets, Investments and Compliance

RESPONSIBLE FOR: N/A

GRADE: **6**

Fixed term for 12 Months

Organisational context:

This role sits in the Property Assets and Compliance Team.

Responsible for the production of key asset compliance and related health & safety performance information, including the maintenance of the compliance assurance framework.

The role will work in collaboration with Corporate Health and Safety to deliver a unified position around health and safety management within the Property Assets and Compliance Team. This will include providing Corporate Health and Safety with assurances around safe working practices, reporting data as required by (CHS) and delivering policies, processes, systems ensuring full compliance with both existing and new legislation that applies to the post. In addition, they will liaise with the Property Assets and Compliance Health and Safety Manager to ensure a seamless approach to the management of the housing stock and workplace health and safety.

MAIN JOB PURPOSE:

- Provide health & safety advice and support regarding strategic and operational health and safety matters for all work activities to ensure compliance with Health and Safety legal obligations.
- Drafting and reviewing Risk Assessments and Method Statements (RAMS).
- Ensure that Health and Safety and CDM arrangements are in place for all relevant programmes and projects including minor and major construction projects.
- Produce key asset compliance and related health & safety performance information.
- Maintain the data within the compliance assurance system.
- Provide business support for the Health & Safety Groups
- Provide business support for audits
- Compile and agree on an annual mini-audit programme with the Health and Safety Manager for the Property Assets and Compliance Team including agreeing on audit control objectives.
- Undertake mini audits and make recommendations for service improvements.
- Ensure that Building Services staff and contractors follow safe methods of working and are compliant with all relevant health and safety regulations.
- Responsible for the production of a suite of key compliance and relevant health & safety information.
- Ensure that the compliance assurance framework is maintained to provide evidence

of our compliance across all statutory and regulatory requirements.

DUTIES AND RESPONSIBILITIES:

- Responsible for ensuring that all health & safety information is provided by contractors as and when required.
- Undertaking annual health and safety reviews on all service areas within building services, including making recommendations for service improvements.
- Produce key performance Information to provide assurance that building services are meeting their compliance and construction related health & safety obligations.
- Assist in representing building services in all relevant corporate health & safety groups.
- Assist in the implementation of and support the continual development of health & safety e-learning systems.
- Undertake site inspections to assess compliance with health and safety requirements. Produce site inspection reports with recommendations to both in-house staff and contractors.
- Responsible for assurances around the procurement, selection and onboarding of contractors around Health and Safety due diligence.
- Assist in the development and implementation of relevant BMSDCs policies, procedures, and management plans.
- Working closely with the transformation team to engage with residents relating to Building Safety Resident Engagement, producing compliance and safety leaflets, website engagement and a Building Safety Resident Engagement Strategy.
- Work closely with the safeguarding team to ensure contractors are aware of their obligations.
- Monitor and advise on compliance with the CDM regulations as client, principle contractor, contractor or subcontractor depending on role, including the notification of F10 to the Health and Safety Executive. Advise clients/contractors on their CDM duties.
- Develop and deliver engagement sessions relating to health and safety to external contractors.
- Procure, develop and deliver training including inductions, CDM sessions and engagement sessions.
- Develop and maintain a training matrix to meet competency requirements identified through risk assessments/job role competencies.
- Work closely with the transformation team in the implementation and delivery of service excellence
- 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.
- Assist in liaison with the Local Fire Service, including fire safety inspections.
- Assist on internal / external audits in relation to fire safety, general site risk and asbestos re-inspections.
- Contribute to “horizon scanning “and make recommendations to improve the service.
- Ensure that the compliance assurance framework is maintained to provide evidence of our compliance across all statutory and regulatory requirements.
- Assist in the delivery of a high performing customer centric service that delivers high levels of customer satisfaction.
- Ensure compliance with all relevant policies and procedures, including ensuring compliance with statutory, regulatory, and best practice requirements.
- Assist in ensuring complaints, MP enquiries and Councillor enquiries are dealt with

in accordance with Babergh and Mid Suffolk District Councils (BMSDCs) policies and procedures.

- Assist in the production of reports and key performance information as required.
- Keep abreast of all organisational changes and business developments.
- Assist in the training of new and existing staff members when required, in-accordance with capability requirements.
- Assist in ensuring that residents have a voice in shaping the services delivered by the team, including attending resident meetings etc. when required.
- 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

The postholder must be able to demonstrate:

MEASURED BY:

A Application form
 I Interview
 T/P Test/Presentation

EDUCATION/TRAINING

(Academic, vocational/professional and other training)

Degree qualification or equivalent knowledge gained through experience

A

NEBOSH Certificate in Fire Safety & Risk Management or IOSH Fire Safety for Managers

NEBOSH General Health and Safety in Occupational Health and Safety

IOSH CDM regulations training Certificate or equivalent

Possess or is willing to work towards a NEBOSH National Diploma in Occupational Health and Safety

A full, valid driving licence due to the rural nature of the districts.

KNOWLEDGE & EXPERIENCE

(e.g. report writing, office experience, Microsoft office)

Significant and demonstrable experience of working in Housing Health and Safety.

A / I

Significant experience of working in a highly paced, risk-based environment.

Demonstrable experience of leading teams within a highly regulated environment.

Knowledge and experience in Housing regulations.

Demonstrable knowledge of statutory, regulatory, and best practice requirements in relation to fire safety, asbestos safety, gas safety, lift safety, water hygiene, damp and mould, electrical safety.

Demonstrable knowledge of building construction and regulations.
Demonstrable knowledge of general risk assessment and safe system of work principles.

Experience of managing contracts, preferably within a contract management framework.

Demonstrable experience of procuring and mobilising contracts.
Experience of setting up, sustaining, and working closely with resident groups.

Good working knowledge of Microsoft office.

Experience in working with residents to produce and shape services.

SKILLS/ATTRIBUTES

(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)

Able to lead teams and deliver an excellent service in a high pressure and highly regulated service area.

Excellent project and budget management skills.

Excellent organisation 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.

BEHAVIOURS

Behaviours will be tested at interview against the Council's values (further detail below)

Empowering, valuing and developing our people.
Valuing our customers
Being open and honest
Taking ownership
Being ambitious

I/TP

EQUALITY AND DIVERSITY

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).

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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.