Role Profile and Specification – Corporate Health and Safety Manager

Service Area	Environment
Role Title	Corporate Health and Safety Manager
Location	Oxted/Agile
Reports to	Head of Environment
Salary/Grade	Grade 6
Duration/Hours	37 hours per week

Job Purpose

To act as the Council's principal Health and Safety Adviser, leading the development of corporate health and safety policies, procedures, governance arrangements and assurance processes in conjunction with the Head of Environment.

The postholder will support the Council in meeting its statutory responsibilities for health and safety, providing professional advice and assurance relating to employees, contractors, housing stock, commercial assets and service delivery activities, while promoting the protection of employees, members of the public and others affected by the Council's activities.

The role will work closely with managers and employees to foster a positive health, safety and wellbeing culture across the organisation.

Key Objectives

To ensure a safe workplace environment without risk to health. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Co-ordinate the development of health & safety policies, systems of work and procedures.

Specific Responsibilities

- To oversee and coordinate the Council’s corporate Health and Safety requirements, including the development, implementation and monitoring of compliance with the Corporate Health & Safety Policy.
- Review and update the corporate health and safety standards, guidance and templates annually.
- To oversee and manage the Council’s Health and Safety Governance structure and monitor compliance in all areas of the Council’s activities, ensuring all services report on their health and safety compliance standards to the Health and Safety Forum.
- Provide quarterly corporate health and safety assurance reports to the Extended Management Team.

- Take a collaborative approach to delivering health and safety advice/support across the council supporting colleagues to deliver positive outcomes beyond traditional service boundaries where required and directed by encouraging the sharing of knowledge, experience and resources across teams in the council.
- To advise the Council on health and safety issues including safe and healthy working practices for staff and contractors and to undertake a programme of safety inspections and audits.
- Provide health and safety advice to senior management, heads of service and managers in relation to health and safety legislation and guidance.
- Provide employees with guidance on health and safety queries raised and maintain and update SharePoint content relating to corporate health and safety.
- Carry out a full review of the corporate health and safety policy biennially and routinely update the policy as necessary where the management, structure or operational procedures of the council change.
- Coordinate and monitor the annual review of work-related risk assessments across the Council, providing advice and assurance to managers as required.
- To be responsible for the Council's Accident Reporting Scheme and to ensure that all reportable accidents and occupational health issues are reported in accordance with the RIDDOR Regulations.
- Provide guidance to managers in relation to accident and incident investigations and where the investigation is determined to be at a high level, to actively support the manager in the management of the investigation.
- Provide corporate health and safety oversight and assurance in relation to statutory property compliance activities undertaken by Property Services and Housing teams, reporting any significant compliance concerns through the Council's governance arrangements.
- Carry out a monthly review of the accidents and incidents to identify trends and areas of potential improvement/training
- Review all new legislation and guidance and any amendments and provide recommendations to senior management regarding the future health and safety requirements to be met by the council.
- Manage the meetings of the Health and Safety Forum, extracting and collating performance data from all service areas and preparing the reports and agenda for the 3 monthly meetings of the group and escalate significant compliance concerns and emerging risks to the Extended Management Team by exception
- Deal with queries, liaising with internal and external contacts, statutory bodies and providing advice and guidance where required.
- Work with colleagues in Human Resources to provide the necessary health and safety training to fulfil corporate health and safety responsibility and to support managers and employees of the council in managing risk.
- Support Local Government Reorganisation workstreams relating to Health and Safety, including coordinating information, reviewing statutory requirements and contributing to the development of harmonised policies, procedures and governance arrangements.
- Lead on work priorities set by the Head of Environment.
- Carry out additional duties commensurate with the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
• NEBOSH Diploma (or equivalent Level 6 Health & Safety qualification). • Certified Member of IOSH (CertIOSH) or equivalent.	• Chartered Member of IOSH (CMIOSH).

Experience

Essential	Desirable
• Strong knowledge of health and safety legislation and best practices. • Experience of investigating accidents, report writing and representing an employer at any resulting meetings. • Experience of writing and monitoring Health and Safety Policies and procedures. • Experience in identifying and developing Health and Safety training requirements. • Experience of conducting health and safety audits and resulting action plans. • Ability to conduct thorough investigations and risk assessments. • Experience of advising senior managers and presenting reports to senior leadership teams, forums, committees or boards.	• Experience of working in local government.

Key Skills and Knowledge

Essential	Desirable
• Excellent communication and interpersonal skills with the ability to communicate effectively with a range and variety of audiences and work well with teams. • Ability to think innovatively and practically. • Good relationship building, relationship management and negotiation skills, with demonstrated ability to influence and persuade. • Ability to work independently and as part of a team. • Strong organisational and time management skills.	• Ability to work successfully in a political environment and clear understanding of context in which the job is delivered. • An understanding of how to drive and deliver results and performance improvements and drive continuous improvement within specialist area.

• Proficiency in Microsoft Office Suite and health and safety management software. • Ability to handle sensitive information with confidentiality. • Managing conflicting priorities. • Report writing skills. • Understanding of data protection. • Understanding of equality and diversity.	