

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Health and Safety Manager	Grade:	PO7
Reports to (Designation):	Head of Compliance	Grade:	SM6
Directorate:	Quality and Investment	Section:	Housing

Main Purpose of the job:

To provide a health and safety advice, support to deliver housing service to ensure that London Borough of Lewisham can meet its legal obligations across all relevant statutory health and safety legislation and guidance.

To contribute to a process-based best practice approach to health & safety and act as a subject matter advisor for managers within the housing directorate.

To drive and enable suitable and sufficient risk assessment of tasks and activities within the Council housing directorate.

Summary of Responsibilities and Personal Duties:

1. To foresee requirements for developments in Health, Safety, Statutory Compliance and Welfare practices to meet changing needs within the Council or in response to legal and legislative changes, working together with other Health & Safety Business Partners and the Council's Corporate Health & Safety Team.
2. To contribute to successful development and implementation of Health, Safety, Statutory Compliance policies, strategy, practices, systems, performance standards and targets across the Council
3. To provide advice on good practice and lead on introducing new systems and procedures where necessary. To monitor and ensure the effective use of these across the Council.
4. To monitor and keep up to date with legislation, codes of practice, new techniques and policies in relation to health and safety, fire safety and occupational health as they affect the Council's assets, services and staff, in consultation with other Health & Safety Business Partners and the Council's Corporate Health & Safety Team
5. To act as a Health & Safety advisor to senior management health and safety professionals within directorates and Trade Unions in order to enable them to meet particular obligations and responsibilities.
6. Evaluate, appraise and review Health & Safety policies, strategies, practices, systems, performance standards and targets generally and specific initiatives undertaken.
7. Contribute towards continuing review the effectiveness of the whole health and safety management system across the Council.

8. Ensure the cost-effectiveness of relevant activities
9. To contribute towards creating or commissioning health and safety training in consultation with other Health & Safety Business Partners and the Council's Corporate Health & Safety Team. Create learning opportunities for all Council staff on all aspects of health and safety. Contribute towards ensuring that health and safety is embedded in the organisation and becomes everyone's business through learning and education.
10. Support managers in ensuring that all Council capital and maintenance programmes are complying with the relevant health and safety statutory functions and the councils
11. Contribute towards managing the risk assessment programme, ensuring required remedial works are expedited accordingly and comply with statutory requirements, approved codes of practice and meet the specified standards of quality.
12. Assist with managing the capture and record of Health and Safety and site inspection-related data and the preparation of reports to senior management within the Council.
13. Support managers in identifying, implementing, maintaining and reviewing of all appropriate operating systems for all areas of work to help ensure; continuous improvement of business efficiency and effectiveness and that statutory and operational deadlines are met, whilst following best practice.
14. To represent the Council if required on working parties and panels. Being prepared to give evidence in court or tribunals on behalf of the Council on health and safety matters
15. To attend quarterly directorate meetings, taking a functional lead on behalf of Corporate Health and Safety. Provide all the relevant reports to the appropriate stakeholders (quarterly directorate and board reports, end-of-year reports)
16. To carry out other responsibilities as required with the scope of the post as determined by the Head of Assurance.

Internal Contacts: All internal stakeholders and residents

External Contacts: All Housing sub-contractor partners

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 3

Title: Health and Safety Advisors

PERSON SPECIFICATION

JOB TITLE: Health and Safety Manager

POST NO: 54237

DEPARTMENT: Health and Safety

GRADE: PO7

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge

Understanding of the Health, Safety and Welfare Legal and Statutory requirements, responsibilities and obligations of a large, diverse and complex organisation

Understanding of the Health, Safety and Welfare policies, strategies, practices, systems, audits, reviews, performance standards and targets needed to ensure compliance with Legal and Statutory requirements, responsibilities and obligations of a large, diverse and complex organisation

Understanding of Local Government structures.

Skills

Excellent communication and interpersonal skills with experience influencing and engaging with a wide range of stakeholders

Strong attention to detail with a proven track record of managing multiple projects

Proven track record of and IT skills

Experience

Proven experience in a similar health and safety role from similar sectors such as Public Sector, Government Facilities **(S)**

Experience of contributing to the development and implementation Health, Safety, Statutory Compliance and Welfare policies, strategies, practices, systems, audits, reviews, performance standards and targets to achieve effective service delivery and compliance with the legal and statutory requirements, responsibilities and obligations of a large, diverse and complex organisation

Experience of providing support to senior and line managers. **(S)**

Experience of delivering to specified outcomes in pressured environments and contributing towards their personal and collective development.

Ability to support delivery of effective performance measures and a performance culture that achieves objectives and drives up performance standards. **(S)**

Experience in the interpretation and practical application of the legislation, regulations, standards and codes of practice relating to health, safety and welfare and other associated and interdependent areas of work.

Professional Qualification and Education **(S)**

Equality & Diversity

Commitment to implement the Council's Equal Opportunities policies

Awareness of Equal Opportunities issues

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community

Understanding of how equality and diversity relates to this post

DBS Disclosure Required?

No

Basic

Enhanced

Physical

Generally, candidates must meet the standard Lewisham requirements for the post