LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Corporate Health & Safety Manager	**Grade:**	PO7
Reports to (Designation):	Head of service/ Director within the Corporate Resources	**Grade:**	SMG3
Directorate:	Corporate Resources	**Section:**	Health & Safety

MAIN PURPOSE OF THE JOB

Responsible for ensuring the London Borough Lewisham meets its statutory duties in respect of health safety and well-being including all relevant health and safety legislation, codes of practice and guidance.

Responsible for the delivery of a strategic comprehensive occupational health, safety and well-being service to the Council,

Responsible for managing a team providing comprehensive occupational health and safety, fire safety and occupational health services to Council Directorates.

Specific Duties

1. To be responsible to the Head of Assurance within the Corporate Resources Directorate for the effective development and implementation of Health, Safety and Welfare across the Authority and the delivery of the corporate objectives

2. To meet the aims and objectives of the Council and ensure the provision of quality health and safety services throughout the Council by developing the Council's Health and Safety Strategy and effective and innovative health and safety policies and procedures.

3. To support the Council's executive management team with corporate health, safety and welfare advice.

4. To lead a team of health and safety professionals to effectively deliver clearly defined specific programmes, projects and functions as determined by the Divisional Service Programme

5. To lead and undertake investigations, drafting and monitoring of the implementation of the Councils Health and Safety Policies

6. To monitor regulatory compliance, planned and reactive maintenance inspection regimes for the Council's assets, in respect of property and structures. Identifying risks and good practice and finding practical solutions.

7. Working in conjunction with the Head of Facilities Management to manage and develop the proactive and reactive inspection regimes on the Council's assets, ensuring that they are maintained to the appropriate standards, to ensure compliance with approved codes of practice and specifications.

8. Meet the Council's statutory duties and powers, driving a regular program of audit and inspection, investigating accidents as required and delivering robust support to senior management.

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.
2. To be responsible for the successful development and implementation of Health, Safety, Statutory Compliance and Welfare policies, strategy, practices, systems, performance standards and targets across the Council
3. To provide advice on good practice and lead on the introduction 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 Councils assets, services and staff
5. To act as a Health, Safety, Statutory Compliance and Welfare advisor to senior management health and safety professionals within directorates and Trade Unions in order to enable them to meet particular health, safety and welfare obligations and responsibilities, as well as to identify obligations and responsibilities, which may not be met on a corporate basis.
6. Evaluate, appraise and review Health, Safety, Statutory Compliance and Welfare policies, strategies, practices, systems, performance standards and targets generally and specific initiatives undertaken.
7. Review the effectiveness of the whole health, safety and statutory compliance management system across the Council.
8. Ensure the cost-effectiveness of all Council health and safety activities
9. To lead on creating or commissioning health and safety training. Create learning opportunities for all Council staff on all aspects of health and safety. Ensure that health and safety is embedded in the organisation and becomes everyone's business through learning and education.
10. Ensure that all Council capital and maintenance programmes are complying with the relevant health and safety statutory functions and the councils
11. Manage 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. Ensuring landlord duties are fulfilled by the commercial estates team and our health and safety obligations are being discharged effectively
13. Manage the capture and record of Health and Safety and site inspection-related data and the preparation of reports to senior management within the Council.
14. Lead the identification, implementation, maintenance and review of all appropriate operating systems for all areas of work to ensure; continuous improvement of business efficiency and effectiveness and that statutory and operational deadlines are met, whilst following best practice.
15. To contribute to the corporate management of the Corporate Resources Directorate and the Authority, participating/leading on Division-wide and corporate projects or projects on behalf of the Corporate Board as may be allocated from time to time.
16. To represent the Council at committee and public meetings. Assisting with organising and supporting the Member Health & Safety Committees. Participating in working parties and panels. Being prepared to give evidence in court or tribunals on behalf of the Council on health and safety matters
17. To liaise with other partners and stakeholders outside of the organisation such as Health and Safety Executive, Public Health and other local authorities on health safety.
18. To deputise for the Head of Assurance in their absence on matters relating to health and safety.

19. 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)
20. To carry out other responsibilities as required with the scope of the post as determined by the Head of Assurance.

MANAGEMENT RESPONSIBILITIES

1. Manage and develop a team of Health and Safety practitioners and plan the service to meet immediate and future demands.
2. To act as business unit manager of the Corporate Health and Safety unit, ensuring that the budget is effectively controlled.
3. To be responsible for the budgetary control of staff and non-staffing expenditure related to management responsibilities and such other budgets as may be assigned.

EQUAL OPPORTUNITIES

To maintain a thorough knowledge of and a strong commitment to the Council's Equal Opportunities Employment Policies and promote these policies and participate in the development of an integrated approach to equal opportunities for all staff.

PERSON SPECIFICATION

Designation:	Corporate Health & Safety Manager	**Grade:**	PO7
Reports to (Designation):	Head of service/ Director within the Corporate Resources	**Grade:**	SMG3
Directorate:	Corporate Resources	**Section:**	Health & Safety

Note for the Candidate

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 purposes of shortlisting.

Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your application form.

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

ESSENTIAL REQUIREMENTS

Knowledge	Understanding of the Health, Safety and Welfare Legal and Statutory requirements, responsibilities and obligations of a large, diverse and complex organisation	**S**
	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	**D**
Skills	Excellent communication and interpersonal skills with experience influencing and engaging with a wide range of stakeholders	**S**
	Strong attention to detail with a proven track record of managing multiple projects	
	Proven track record of business planning 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 developing and implementing 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	**S**
	Experience of achieving change in a large, diverse and complex organisation	
	Experience of formal presentations of reports in a public setting.	**S**
	Experience of providing support to senior and line managers.	
	Experience of considering issues from a strategic vantage point and the preparation of formal reports on such issues.	
	Experience of managing staff and setting performance targets	

	Experience of delivering to specified outcomes in pressured environments, and contributing towards their personal and collective development. Experience of successful budgetary management and control, and contributing to overall corporate effectiveness. Ability to deliver effective performance measures and a performance culture that achieves objectives and drives up performance standards. 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.	**S** **S** **S**
General Education	Corporate member of the Institute of Occupational Safety and Strategy. Registered Safety Practitioner. NEBOSH Occupational Health and Safety-related Degree/Diploma and/or substantial relevant experience,	**S**
Personal Qualities	Commitment to achieving changes required by the Council to provide quality services. Ability to communicate effectively with people at all levels throughout the Authority Good communication and presentation skills, both written and verbal The ability to both lead and support while maintaining high levels of accountability throughout the organisation. Able to establish effective and productive working relationships with key stakeholders. A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect. Evidence of commitment to professional development. Possess qualities to work constructively, within a team environment. Capable of dealing with inquiries in a positive, clear, competent manner. Managing and motivating staff performance.	**S** **S**
Circumstances	Able to attend meetings in the evenings; to work outside normal office hours, and to work beyond contracted hours depending on the contingencies of the service To undertake any other duties commensurate with the post as directed by *	
Physical	Generally must meet Lewisham requirements for senior posts.	
Equal Opportunities	Commitment to the Council's Equal Opportunities Policies and an aptitude for extending Equal Opportunities in service delivery.	**S**

Summary of Responsibilities and Personal Duties:

Contacts

These will include:

Internal Contacts: These include Chief Officers, Elected members, other Councillors, senior staff in other Directorates, members of the key governance boards and working groups senior officers of external and internal organisations e.g., Government, GLA, Police, emergency services, contractors, utility companies, consultants,

External Contacts: This may include

Public Sector; Chief Executives and Chief Officers/ senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, Trade Union officials, members of the public, local interest groups and voluntary sector organisations, strategic partners and stakeholders, District Auditor and District Valuer.

Private Sector; Chief Executives and senior staff of private sector organisations, consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers, Professional bodies.

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

Number of fully managed staff: 4

Risk & Compliance Officer PO4 x 1
Asset Compliance Inspector PO2 x 2
Health & Safety Admin Officer – Scale 4 x 1

Number of partially managed staff: 0

Plus External consultants and contractors 5 -10