## Job description

### Structure information

Job title: Health and Safety Manager

Reports to job title: Head of Repairs and Maintenance

Directorate: HASC

Division: Housing

Section: Repairs & Maintenance

Job identification number (JIN): 2930bm

### Job purpose

To ensure all operations within the Repairs and Maintenance Service are conducted according to the provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and organisational policy.

The role involves ensuring the Repairs and Maintenance Service have appropriate safety management arrangements in place, delivered in accordance with the health and safety policy. Ensuring a proportionate approach to risk management and legal compliance through interpreting legislation and guidance and working with R&M managers to put this into practice.

### Principal accountabilities

1. To ensure that all employees and contractors are working in a safe manner and in compliance with legislation, CDM (Construction Design & Management) Regulations, organisational policy and procedures.
2. Develop systems and processes to monitor, improve and lead on all aspects relating to Health and Safety throughout the Repairs and Maintenance Service.
3. Develop and implement health and safety policies that support corporate and legislative requirements and are tailored to the specific needs of the service
4. To work with the Head of Service and Operations Managers to promote and embed a positive Health and Safety culture throughout the service. Championing a proactive and pragmatic approach to the management and implementation of the organisation’s policies and procedures and the long-term service strategy.
5. Interpret legislation and provide advice on the impact on existing practice and ensure provision complies with statutory requirements
6. Taking a lead on the Health and Safety related learning and development needs of the Service, continuously reviewing the scope for improvement initiatives by developing processes for shared learning across the Service.
7. Implementation of service updates and corporate initiatives to drive continuous improvement.
8. Promote a proactive culture in relation to Health and Safety Inspections. Setting targets and supporting teams to carry out effective and honest Health and Safety monitoring, picking up trends and tailoring training to improve the working practices and safety of our employees and contractors.
9. Identifying risks faced by the Repairs and Maintenance Service and working with the Head of Service and Operations Managers to address/mitigate these risks. Escalation of any issues or non-compliance to Operations Managers and/or Head of Service.
10. Ensure that Health and Safety documents including but not limited to COSHH assessments, Method Statements and Risk Assessments are produced and reviewed for both teams within the Service and contractors as applicable. Provide operational teams with all the necessary support to ensure that these documents are implemented in full and monitor compliance.
11. Investigate and produce detailed reports on any accidents occurring within the service. Where RIDDOR applies, ensuring that the appropriate RIDDOR documentation is completed and submitted. Work closely with Operational Managers and Head of Service as well as other Health and Safety Managers across the organisation if there is any involvement from the local Environmental Health and/or Health and Safety Executive and assist as required.
12. Lead on monitoring incidents and outcomes, ensuring that learning is implemented across the service
13. Develop and maintain effective networks across the organisation, including with the organisation’s Corporate Health and Safety Team, and with partners to champion good practice.

### Health and safety accountabilities

To lead and support in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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Reports to job title: Head of Repairs and Maintenance

Directorate: HASC

Division: Housing

Section: Repairs & Maintenance

Job identification number (JIN): 2930bm

### Essential criteria

#### Job-related education, qualifications, and knowledge

* National Examination Board of Occupational Safety and Health (NEBOSH) Diploma or working towards with significant relevant experience
* Up-to-date knowledge of European and UK Health & Safety legislation as it applies to the maintenance and construction industry
* Sound knowledge of health and safety law and its application in a business context

#### Experience

* Proven experience of successful health and safety project management.
* Proven experience of health and safety delivery to agreed service standards.
* Experience in leading on service improvements such as best value, quality, strategy, policy or procedure reviews.

#### Skills and abilities

* Good people management and coaching skills
* Highly effective problem-solving skills and able to us various sources of expertise or information to inform difficult problems rather than iterating from what we already know
* Ability to gain credibility, challenge and identify problems, influence decision-making and negotiate at a senior level.
* Adaptable, receptive to new ideas and willing to adjust to new demands and circumstances, changing deadlines and service pressures
* Displays a high level of personal ‘drive’ and energy and shows a capacity for sustained effort and performance.
* Strong networking and negotiation skills, with the ability to build effective links with people across the widest possible range of backgrounds
* Motivated and results orientated

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Full and current driving licence