

Management Group: Finance & Corporate Services

Department/Section: Health & Safety

Job Title: Health & Safety Manager

Reports to: Head of Assurance

Grade: Bexley18

Purpose of the job

To provide strategic leadership and professional management of the Council's Corporate Health and Safety Service, ensuring the Council has an effective governance, assurance and risk management framework that enables compliance with statutory health and safety duties and promotes continual improvement across all Council services.

To lead the development, implementation and monitoring of the Council's corporate health and safety management system, providing expert advice to senior leaders, Members and managers whilst embedding a positive organisational safety culture.

Principal accountabilities

Strategy

- Develop and implement the Council's Corporate Health and Safety Strategy, ensuring it supports corporate priorities, statutory requirements and recognised best practice.
- Lead the continual development of the Corporate Health and Safety Management System and associated governance arrangements.
- Provide strategic advice to Directors (Corporate Leadership team), the Extended Leadership team and other key stakeholder on significant health and safety risks and organisational assurance.
- Lead the development of corporate policies, standards and procedures.
- Ensure the Council remains compliant with all relevant health and safety legislation and emerging regulatory requirements.
- Develop long-term improvement plans to enhance organisational safety culture and performance.

Direction

- Lead, manage and develop the Corporate Health & Safety Team.
- Develop annual health and safety plans, objectives and performance measures.
- Provide strategic leadership to the Corporate Health, Safety & Wellbeing Board and other governance groups.
- Determine corporate priorities for inspections, audits, investigations and assurance activity using a risk-based approach.
- Commission external specialist advice where required.
- Represent the Council with the Health and Safety Executive, Fire Authorities, external auditors, insurers and other regulatory bodies.

Implementation

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- Lead the implementation of the Corporate Health & Safety Management System across the Council.
 - Provide expert advice on complex health and safety matters including statutory compliance, enforcement action, corporate risk and organisational change.
 - Ensure robust systems exist for:
 - Incident reporting
 - RIDDOR reporting
 - Accident investigation
 - Learning from incidents
 - Risk assessment
 - Audit and inspection
 - Compliance monitoring
 - Lead investigations into serious incidents and significant health and safety concerns.
 - Develop corporate assurance reports and performance dashboards for senior leadership and Members.
 - Lead the corporate health and safety audit and inspection programme.
 - Develop and monitor corporate health and safety KPIs.
 - Oversee delivery of the Council's health and safety training strategy and competency framework.
 - Promote a positive organisational safety culture through engagement, communication and leadership.
 - Manage relationships with insurers and support the management of health and safety related claims.
 - Ensure contractors and commissioned services operate appropriate health and safety management arrangements.

Organisational Control and Development

- Review and continually improve service structures, procedures and working practices.
- Develop systems that improve performance monitoring, compliance reporting and management information.
- Lead implementation of digital solutions that enhance health and safety management and organisational assurance.
- Benchmark performance against comparable organisations and recognised best practice.
- Drive continuous improvement through audit findings, performance analysis and organisational learning.

Staff Management and Development

- Provide effective leadership, supervision and professional development for all Health & Safety staff.
- Undertake recruitment, performance management, appraisal and workforce planning.
- Develop succession planning and professional competency within the service.
- Promote wellbeing, inclusion and high performance.

Personal Effectiveness

- Provide timely, balanced and evidence-based advice to senior officers and elected Members.
- Maintain professional competence through continuing professional development.
- Build effective relationships across the Council and with external partners.
- Represent the Council at regional and national professional networks.
- Maintain high standards of integrity, professionalism and independence.

Person Specification

Management Group: Finance & Corporate Services

Department/Section: Health and Safety

Job Title: Health and Safety Manager

Job Family: Professional 1

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (see key)
(a) Education and formal training		
NEBOSH Diploma in Occupational Health & Safety (Level 6), NVQ Level 6, Degree in Occupational Health & Safety or an equivalent recognised qualification.	E	A
Chartered Membership of the Institution of Occupational Safety and Health (CMIOSH) or equivalent recognised professional body.	E	A
Evidence of continuing professional development (CPD).	E	A
Management qualification (ILM Level 5 or above) or significant management experience in a comparable role.	D	A/I
Lead Auditor qualification (ISO 45001) or equivalent auditing qualification.	D	A
(b) Relevant technical experience, knowledge & skills/abilities	E	A/I
Significant experience of leading and managing a corporate health and safety function within a large, complex organisation.		
Experience of developing and implementing corporate health and safety strategies, policies and management systems.	E	A/I
Experience of providing strategic advice to senior leadership teams, elected Members and senior managers on complex health and safety matters.	E	A/I/P

Experience of leading organisational health and safety governance and assurance frameworks, including performance reporting and audit programmes.	E	A/I
Experience of leading and managing professional staff, including performance management, coaching and development.	E	A/I
Experience of developing organisational health and safety culture through engagement, leadership and continual improvement.	E	A/I
Experience of leading investigations into serious incidents and advising on enforcement action, regulatory compliance and organisational risk.	E	A/I
Experience of working effectively with regulators, enforcement agencies, insurers and external partners.	E	A/I
Extensive knowledge of health and safety legislation, associated regulations, Approved Codes of Practice and current best practice.	E	A/I
Knowledge of corporate governance, organisational assurance, risk management and audit principles.	E	A/I
Knowledge of public sector governance and the challenges associated with delivering services within a political environment.	E	A/I
Ability to analyse complex information, interpret legislation and provide practical, proportionate and evidence-based advice.	E	I/P
Ability to influence, negotiate and build credibility with senior managers, elected Members and external stakeholders.	E	I/P
Excellent written communication skills with the ability to produce reports, policies and strategic papers for senior audiences.	E	A/I/P
Excellent presentation and verbal communication skills with the ability to explain complex technical issues to a wide range of audiences.	E	I

Excellent organisational skills with the ability to manage competing priorities, allocate resources effectively and meet deadlines.	E	I
Strong analytical, decision-making and problem-solving skills, demonstrating sound professional judgement in complex situations.	E	I
Ability to lead organisational change, promote continuous improvement and foster a positive health and safety culture.	E	I
Competent in the use of Microsoft Office and corporate information management systems to analyse data and produce management information.	E	I
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.	E	I
Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.	E	I
Ability to listen to customers and understand their needs.	E	I
Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.	E	I
Competent in the use of Microsoft Office and corporate information management systems to analyse data and produce management information.	E	A/I
(c) Other Additional Requirements		

KEY:

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

P = Presentation, PE = Practical Exercise, DBS = Disclosure & Barring Service, DL = Driving Licence

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	I respond flexibly and adapt to changing demands	I routinely look for innovative and cost-effective ways to improve performance and customer service
	I am prepared to take managed risks to achieve better outcomes	I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future
	I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I take calculated risks based on available evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives	I take responsibility for my service and for making things happen to make a difference to my service users
	I am willing to take difficult decisions	I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work
	My personal actions promote a positive image of Bexley	I inspire, lead and encourage staff to move forward
Collaboration	I show respect for others and value contributions from internal and external partners and customers	I encourage the feeling that the team is a collective unit with shared goals
	I recognise the right solution, regardless of who initiated it	I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council
	I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I network internally and externally

Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution	I seek regular service user feedback and review customer data to shape service improvements
	I prepare and present information anticipating questions and problems	I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them
	I adapt my style to the audience and their needs, using the most appropriate communication channels	I empower staff to make decisions and changes to improve value for money, customer service and productivity
Open and Accessible	I see issues from the customer / user perspective	I am accessible to my service users, customers, staff and Members
	I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs	I communicate and share a clear vision for the bigger picture as well as specific service areas
	I seek to build and maintain positive relationships with customers and partners	I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
Impact	I prioritise my activities and resources to focus on those which have the most impact for residents	I design services that provide value for money and deliver our outcomes, informed by evidence
	I take responsibility for making things happen and achieving my objectives	I produce, prioritise and adapt plans to meet changing requirements
	I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I set interim goals to achieve notable wins on the way to larger objectives
		I deal with poor performance

