**Job Description**

**Corporate Health and Safety Manager (Post No TBC)**

**Reports to: Head of Legal & Governance, Monitoring Officer for Gt Yarmouth Borough Council**

**Responsible for - Directly: H&S Officer/Fire Officer/Tech Admin**

**Total staff managed: 3 Direct**

**Working environment: Office based and remote working with site visits**

**Working hours: Part Time 22.2 hours**

**Fixed term/permanent Permanent**

**Purpose of role**

The purpose of the role is to lead and management the delivery of the Council’s Corporate Health and Safety function delivering a comprehensive, robust Health and Safety Management System that will cover the Council’s people and property portfolio. Leading the team, this postholder will work to remove or minimise the risks of accidents, work-related illnesses, and injuries in the workplace.

The postholder will work collaboratively across all functions and teams within the Council to ensure that services are delivered within statutory and regulatory standards.

**Key result areas:**

* Ensuring that policy, procedures and guidance are kept under review and maintained in accordance with best practice and legislation
* Introduction of new control measures to secure improvement in monitoring of near miss data and accident reporting generally
* Identifying and maintaining an effective corporate training regime
* Setting tailored recommendations at departmental level in response to internal audit results
* Highlighting and communicating corporate risks to senior management to assess and establish the appropriate resources and guidance required to address specific risk exposure
* Developing an effective Health & Safety Culture for GYBC – with emphasis on personal responsibility being understood at all levels
* Building the new Health & Safety team

**Main Corporate Responsibilities**

* To be the Council’s corporate strategic lead on Health and Safety from developing strategies and policies to working with teams to implement procedures and monitoring and reporting.
* To provide inspirational leadership, management, coaching and support to the corporate compliance team by setting and monitoring objectives to ensure that the team perform at the highest possible standards.
* Provide visible and professional health and safety advice and assistance to employees of the organisation, elected members, members of the public and businesses. To ensure safe systems of work are embedded within the Council to ensure health, safety and welfare of all employees whilst at work.
* To provide strategic advice to the Council and to ensure that the Council is responding to any statutory or regulatory changes in relation to Health and Safety
* To work with teams and colleagues effectively to manage health and safety systems and data ensuring effective control of data, processes and management information.
* To ensure that there is a robust approach to managing Health and Safety Performance and relevant KPIs amongst teams across the Council and providing regular, relevant meaningful reports to the Councils Executive Leadership Team.
* Ensure that there is a robust approach to developing, reviewing and maintaining risk assessments and method statements across the Council including policies and procedures to maintain the highest standards of compliance activity.
* To provide a planned and reactive audit role to ensure operational teams adhere to established Health and Safety strategies, management plans, policies and procedures.
* To ensure effective management of external service providers and contractors providing services to the Council
* To set up and maintain incident logs (including RIDDOR and HSE Reporting requirements) and provide internal and external reporting of compliance-related activity
* To support the Chief Executive in respect of any relevant investigation into accidents, incident undertaken internally or externally by HSE in relation to the activities of the Council.
* To ensure effective regular and ad hoc communication by the team about relevant Health and Safety matters that may affect operational teams in performing or managing compliance functions across the Council.
* To audit the existing systems of health and safety policies, procedures and risk assessments to ensure it achieves the purpose of promoting safe working practices and welfare standards within the organisation and to put in place a sustainable auditing system to ensure that standards are being maintained.
* To represent the council at meetings on Health and Safety relating to the council’s activities, both internally and externally through local and professional groups.
* Liaise with external and enforcement bodies on behalf of the council as necessary, e.g. HSE, fire and other local authorities.
* To work outside of normal office hours when the exigencies of the service demand, for example pre-planned inspections, investigations or monitoring work.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Experience of working at a senior level in Health and Safety Management
	2. Experience of working with Health and Safety Management systems, processes and data
	3. Experience in developing strategies, policies and procedures
	4. Experience of reporting at a board or committee and to the executive leadership
	5. Experience of managing contractors/external service providers
	6. Experience of working with stator and regulatory external bodies
	7. Experience of managing teams, setting objectives and monitoring performance leading to excellent service deliver
	8. Experience of leading investigations into relevant Health and Safety Incidents

**Desirable**

1.9 Desirable to have experience of working with Health and Safety within the field of social housing

1. **Qualifications & Skills**
	* The ability to prioritise work and to forward plan to meet personal, team and departmental deadline
	* A high standard of interpersonal skills to enable you to communicate effectively and clearly with a wide range of people and groups.
	* The ability to formulate and deliver structured and relevant training, and targeted presentations.
	* Experience of writing and presenting structured and reasoned reports to the Executive Leadership and Members
	* The ability to use information technology.
	* The ability to be able to review and revise personal work programmes to achieve Departmental and Corporate work objectives.

**Essential**

* 1. A relevant degree level qualification in the field of health and safety
	2. Minimum of 5 years’ experience in a relevant health and safety environment
	3. Evidence of continued professional development

**Desirable**

* 1. Evidence of continued professional development
1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Highly developed political acumen and astuteness
	8. Ability to challenge self and colleagues constructively and sensitively.
2. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
3. **Our Cornerstones of Management and Leadership**

5.1 Trust and Respect

5.2 Communicate and Connect

5.3 Lead and Inspire

5.4 Ownership and Accountability