

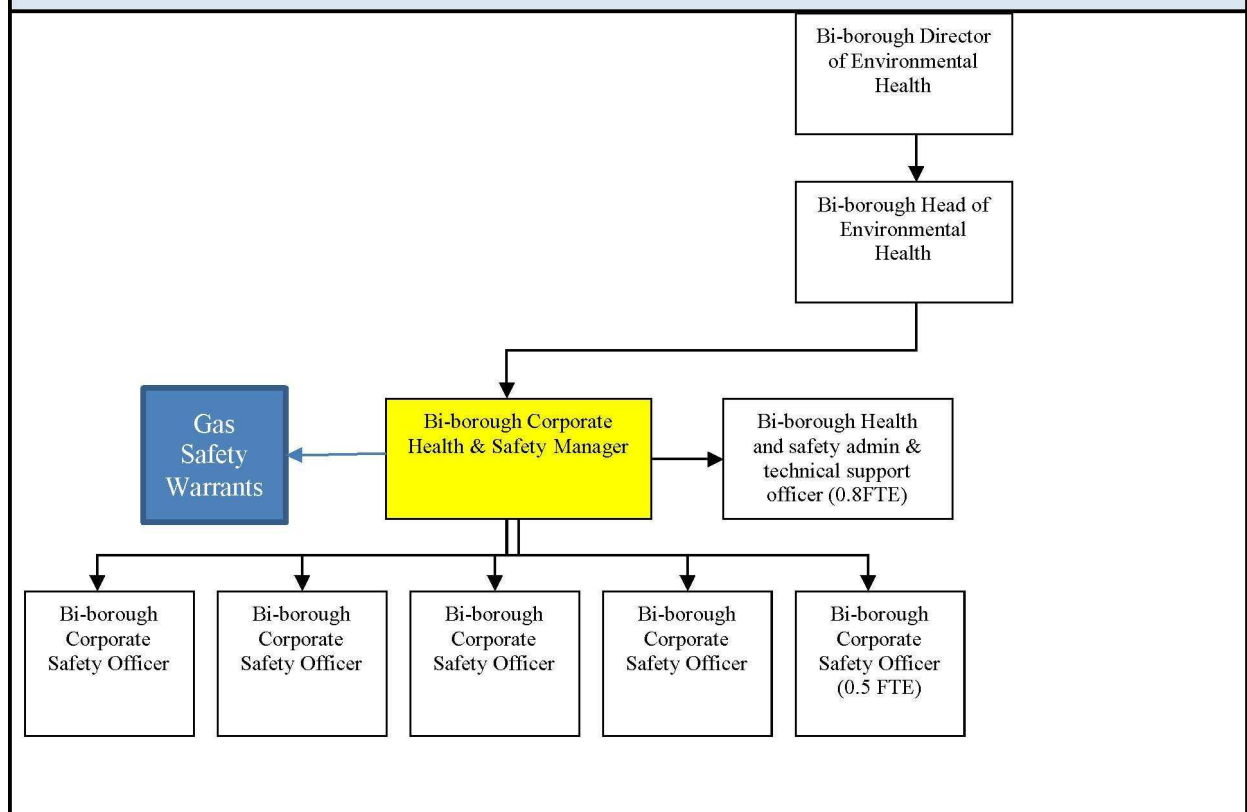
## JOB DESCRIPTION

<b>Job Title</b>	<b>BI-BOROUGH CORPORATE HEALTH &amp; SAFETY MANAGER</b>
<b>Position Number(s)</b>	
<b>Department</b>	Transport and Technical Services
<b>Section or Service</b>	Environmental Health Service Group

### DESIGNATION:

<b>Responsible to:</b>	Bi-borough Head of Environmental Health
<b>Employees directly supervised (if applicable):</b>	Bi-borough Corporate Health and Safety Officer x 4.5 Bi-borough Technical Administrative Officer Contractors as required

### Family Tree:



## 1. JOB PURPOSE:

---

To act as the Councils' competent person on all occupational health and safety issues, ensuring that all workplaces have a suitable and sufficient safety management system in compliance with legislation and best practice.

To provide a comprehensive safety advisory service to all departments of the Council including the production of health and safety guidance notes, safe working instructions and safety checklists.

To corporately co-ordinate and monitor the activities and responsibilities of all Council departments under Health and Safety legislation. Ensure the proper implementation of Council policies relating to all occupational safety and environmental issues. Report on all aspects of performance, against targets as appropriate, to the Bi-borough Safety Committee for Health and Safety.

To verify and validate health and safety assessments by each department, to undertake audits, implement quality control checks and ensure they are uniform across all council departments.

To lead and manage environmental noise based infrastructure and major development projects.

To manage the gas safety warrant officer to enforce access in council housing properties

## 2. DESCRIPTION OF DUTIES:

---

### Health and Safety

- profile the organisations' health and safety risks, control measures, assurances and gaps to inform the business planning process and corporate risk register.
- act as legally competent person and professional adviser to the Chief Executive and Joint Management Team of all Council departments on all aspects of health, safety and welfare which may affect the Council's services. In particular, from a corporate and strategic management perspective, offer support and guidance to each department. Propose and implement practical solutions to improve the Council's health and safety performance
- Manage a team of Bi-borough Corporate Health and Safety officers to monitor health and safety compliance across the organisations
- develop performance criteria and monitoring systems for corporate health and safety performance. Verify, monitor and analyse the results. Undertake regular audits across all departments of all risk assessments and paperwork, ensuring corrective action is taken on any actual or potential hazards. Carry out quality checks to ensure that systems are uniform throughout the Council

- prepare routine health and safety reports to the Management Team on the Council's overall health and safety performance. Include an analysis of the performance of individual directorates as well as a corporate overview of achievements. Produce exception reports as required to relevant directorates and JMT
- assume responsibility for ensuring that safety management systems in all Directorates, Total Facilities Management and third party providers (e.g. waste management) are suitable and sufficient by carrying out thorough safety inspections and audits of all Council activities, work-stations, equipment, working practices and premises. Ensure that all investigations undertaken comply with good safety practice and statutory requirements. Ensure there is effective co-ordination and document control for all safety audits and risk assessments
- **Manage gas safety warrant officer and safety management process to enforce access to ensure gas safety compliance in housing properties where entry is denied.**
- Coordinate Tri-borough safety management systems across Children's and Adult Services.
- co-ordinate and compile corporate statistics of accidents, including dangerous occurrences and violent incidents. Ensure they are analysed, interpreted and reported to the Management Board and the Main Co-ordinating Committee for Health and Safety (MCC), making appropriate recommendations for any action that may be required.
- ensure that departmental leads arrange for reportable accidents, dangerous occurrences and violent incidents to be investigated, engaging specialist advice as necessary. Report the results, together with any recommendations, to the Bi-borough Safety Committee.
- lead on the presentation of appropriate information for health and safety consultation purposes. Encourage and advise Business Groups on suitable training programmes for the continuing education of staff on health and safety related matters
- ensure that at appropriate intervals each Directorate reviews its working practices and implements any changes. Ensure that operational and/or policy guidelines and other support materials are prepared so that compliance with all health and safety requirements is achieved
- keep abreast with changes in legislative requirements, ensuring their satisfactory adoption by the Council. Liaise and consult with Trade Unions, the Health and Safety Executive and all other bodies concerned with health and safety matters. Produce advice and guidance notes on new legislation and ensure they are distributed to all business groups

- foster and maintain close and regular co-operation and liaison with Safety Liaison Officers in all other Council Business Groups. Provide support, guidance advice and assistance as required
- direct, advise, liaise and consult with directors, managers and staff on health and safety matters as necessary
- define the level and standards of health and safety training and experience required for all staff .Assist in identifying training needs and ensure that the requisite training is implemented. Participate in the Council's Induction Programme providing course participants with an overview of Health & Safety legislation
- act on behalf of, and report to, the Bi-borough Safety Committee
- actively promote a positive health and safety culture with the Council
- ensure that all duties are carried out in accordance with the Council's Customer Care Policy
- carry out any other duties as required within the scope of the post as determined by the Bi-borough Head of Environmental Health

### **Noise Projects**

- To lead and manage as directed by the Head of Service on the management of environmental impact of major development and construction projects
- To work in conjunction with the Noise & Nuisance manager on major construction projects as directed by the Head of Service
- To provide management and technical expertise in the field of noise and vibration impact analysis and mitigation

### **Civil and Other Emergencies**

#### **Managers**

To support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

To ensure service continuity plans are in place for all the business units you manage that will enable them to deliver essential services following a business disruption and, where requested, ensure your service is prepared to respond to the needs of the community following an emergency.

#### **I.T.**

To use the Council's office-based and mobile IT services for the input, access and transmission of information using the appropriate level of information security and classification through the use of electronic mail, diaries, word-processing, spreadsheets and databases as well as any specific job-related applications as required to carry out the duties of the post.

## **Information Management**

### **Managers**

To ensure the Council's data quality and information rights compliance by managing the administration of information, application systems, technology and staff so that the business unit complies with the Council's Information Management related policies.

To ensure adequate guidance is available to business unit staff through the production and maintenance of documented procedures and processes supported by relevant training.

During audits, to be able to demonstrate compliance with policies by the production of satisfactory supporting evidence.

## **Equal Opportunities**

To know and adhere to the Council's equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

## **Health and Safety**

### **Managers**

To be fully familiar with the Council's Safety Policy and Codes of Practice and guidance relating to their area of work and ensure that all duties and responsibilities are discharged in accordance with them.

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work in accordance with Health and Safety legislation.

To co-operate with the Council in so far as it is necessary to enable it to comply with its duties under relevant Health and Safety legislation.

To be responsible for, under the direction of the Director, the risk assessment of officers' health and safety within their service area whilst at work and any other person's health and safety who may be affected by this undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed upon him/her by or under the relevant statutory provisions, regulations, approved code of practice and guidance.

## **Smartworking**

Work under the Council's smartworking policy and timesheet to assist in providing value for money to clients.

## **Safeguarding of Children, Young People and Adults (for all front line staff in Children's Services and Adult Social Care)**

To be aware of and work in accordance with the Council’s child and adult protection policies and procedures in order to safeguard and promote the welfare of children and adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

**For further information on whether a Standard or Enhanced Disclosure check is required, managers should refer to Disclosure and Barring Scheme information on the HR policies and procedures section of the SmartHR intranet site.**

Continue on separate sheet if necessary.

**I agree to the above job description**

**Post Holder.....**  
**Date.....**

**Director / Chief**  
**Officer.....Date.....**

**SELECTION CRITERIA/PERSON SPECIFICATION**

<b>Job Title:</b>	Bi-borough Corporate Health & Safety Manager
-------------------	--

**Conditions to Note :**

**Candidates:**

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It’s essential that you give at least one example of your ability to meet each of the 5 Values and Behaviours: Responsive, Innovative, Collaborative, Enterprising and Serving our Public.

**Recruiting Managers:**

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

**Values & Behaviours**

The London Borough of Hammersmith and Fulham has identified 5 key behaviours and values which should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

<b>A</b>	<p><b>Equal Opportunities</b>          Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
<b>B</b>	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• NEBOSH Diploma in Occupational Safety and Health (or equivalent)</li> <li>• Chartered Membership of IOSH or Equivalent.</li> </ul>
<b>C</b>	<p><b>Knowledge &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• a minimum of 2 years' experience within health and safety; ideally within a local authority</li> <li>• experience of managing a team of professional officers to effectively implement the councils' safety management system</li> <li>• experience of providing safety advice to managers and employees</li> <li>• experience of advising on safety issues and interpreting safety regulations</li> <li>• good experience of undertaking safety inspections, audits, risk assessments and accident investigation, and providing reports</li> <li>• experience of dealing with trade union representatives</li> <li>• experience of preparing and delivering training and presentations to management and staff</li> <li>• experience of researching topics and preparing and writing reports</li> <li>• experience of working with computers and an understanding of information technology</li> <li>• thorough knowledge of safety legislation and regulations</li> <li>• knowledge of a range of preventative and promotional safety measures</li> <li>• understanding of Safety Management Techniques</li> <li>• understanding of occupational safety implications</li> </ul>

	<ul style="list-style-type: none"> <li>• good verbal and written communication skills</li> <li>• adopts communication styles appropriate to listeners and situations, including selecting an appropriate time and place</li> <li>• uses a variety of media and communication aids to reinforce points and maintain interest</li> <li>• presents difficult ideas and problems in ways that promote understanding</li> <li>• prepares considered, succinct and well-presented written work</li> </ul>
<b>Our Values &amp; Behaviours</b>	
<b>D</b>	<p><b>► Responsive</b>      We have a ‘can do’ attitude and respond to the needs of others quickly, positively and appropriately:</p> <ul style="list-style-type: none"> <li>• I listen, acknowledge what is needed and respond promptly and appropriately</li> <li>• My actions and decisions are informed, balanced, reasonable, transparent and well explained</li> <li>• I take responsibility for my actions and enable others to take action or make decisions too</li> <li>• I anticipate and plan to meet future needs</li> <li>• I seek regular customer feedback on how my service is received and make improvement where is needed</li> </ul>
<b>E</b>	<p><b>► Innovative</b>      We embrace change and constantly seek ways to improve the way we work:</p> <ul style="list-style-type: none"> <li>• I look for better ways of delivering my service to add value for my customers and the taxpayer</li> <li>• I am open to new ideas and encourage a creative environment where these can emerge</li> <li>• I make things simple and easy-to-access for my customers/residents</li> <li>• I embrace change and build on new opportunities that emerge</li> <li>• I act as a role model exploring all sectors and adopting best practice to deliver my service</li> </ul>
<b>F</b>	<b>We work well together to achieve a common goal:</b>

	<p><b>▶ Collaborative</b></p> <ul style="list-style-type: none"> <li>• I am sensitive to the needs and preferences of others, respect them and adapt my behaviour as appropriate</li> <li>• I share knowledge and am open to learning from others</li> <li>• I am open to constructive challenge from others and seek and act on feedback</li> <li>• I invest time in building and maintaining my relationships with internal and external partners</li> <li>• I recognise and show that I value the contribution of others</li> </ul>
G	<p><b>▶ Enterprising</b></p> <p><b>We are resourceful and seek the best deal when looking for ways to improve value for money:</b></p> <ul style="list-style-type: none"> <li>• I deliver high quality services in spite of diminishing resources and do not overspend</li> <li>• I seek ways to reduce cost and work with others to get better value for our taxpayers</li> <li>• I have a commercial outlook and look for ways to generate income</li> <li>• I focus on delivering results and outcomes</li> <li>• I challenge existing practice to ensure continuous improvement and support new ways of working</li> </ul>
H	<p><b>▶ Serving our Public</b></p> <p><b>We put the public at the heart of everything we do, lead by example and take pride in serving our public well:</b></p> <ul style="list-style-type: none"> <li>• I set high standards for myself and ensure that</li> <li>• I deliver the best possible service that reflects diverse needs</li> <li>• I put citizens at the heart of everything I do</li> <li>• I enable others to make informed decisions by providing clear and concise information</li> <li>• I am aware of my role within the local authority and deliver services in order to balance competing needs</li> <li>• I treat others with courtesy, fairness and transparency when delivering public services</li> </ul>
<b>Management Roles (DELETE AS APPROPRIATE)</b>	

I	<div data-bbox="327 229 949 309">▶ <b>People and service management</b></div> <div data-bbox="965 229 1364 355"> <b>I manage my service, know my budgets and what is going on:</b> </div> <ul style="list-style-type: none"> <li>• I encourage my team to improve the service and find opportunities to collaborate with others to maximise performance</li> <li>• I set and monitor stretching targets, whilst supporting people to deliver</li> <li>• I anticipate Members' needs and respond to their feedback</li> <li>• I take prompt and fair action to rectify poor performance</li> <li>• I plan, monitor and adapt my budget to respond to changing priorities</li> </ul>
J	<div data-bbox="327 746 933 815">▶ <b>Leadership and engagement</b></div> <div data-bbox="949 757 1364 849"> <b>I lead high performing teams by engaging</b> </div> <div data-bbox="327 838 502 883"> <b>employees:</b> </div> <ul style="list-style-type: none"> <li>• I develop and communicate a clear vision and direction for my service</li> <li>• I help staff engage with and understand reasons for change</li> <li>• I coach and build the capacity of my team</li> <li>• I invest time meeting and communicating with my staff, including through one to ones, team meetings and performance appraisals</li> <li>• I make time to understand people's strengths and what motivates them</li> </ul>