

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Health and Safety Manager	<b>Grade:</b>	GG511	<b>Job Code:</b>	LCC651
<b>Service/Team:</b>	People & Policy	<b>Role Type:</b> *Delete as appropriate	HYBRID / HYB/CSV / FIXED / COMM	<b>Reports to:</b> *Title & LCC Code	Senior HRBP LCC540
<b>Line Manages:</b> *Title/s & LCC Code	Health & Safety Assistant Apprentice LCC803				

Job Overview
<p><u>Overview</u></p> <ul style="list-style-type: none"> <li>Act as the Council's lead health and safety competent officer, with strategic responsibility for the direction and delivery of health and safety management, in accordance with statutory requirements and the Council's corporate strategies and delivery plans</li> <li>Ensure that a robust health and safety management culture is in place through the provision, monitoring and review of the health and safety management system and provide advice and assistance to council staff and managers</li> <li>Monitor the effectiveness of health and safety arrangements in place through targeted performance monitoring and review</li> </ul>
Direct Responsibilities
<ul style="list-style-type: none"> <li>Support and advise the Senior Leadership Team on technical health and safety, compliance and wellbeing issues</li> <li>Lead health and safety representative at relevant senior management, elected member and staff consultation forums and meetings</li> <li>Develop and maintain relationships with key partners and stakeholders to ensure the Council's statutory responsibilities are met and work collaboratively to effectively manage staff incidents, ill health and improve staff retention</li> <li>Oversee a range of proactive and reactive health and safety activities including structured audits of Council, delivery of targeted health and safety projects, provision of advice and guidance and incident response and investigation</li> <li>Lead, plan and review the health and safety training provision and assist in the specification, monitoring and evaluation of the quality of training</li> <li>Provide regular reports on health and safety performance, including analysis and monitoring of trends in accident statistics for the Senior Leadership Team.</li> <li>Lead and performance manage and direct allocated staff for health and safety services, ensuring they deliver agreed outcomes on time and in line with service priorities.</li> <li>Influence and work in partnership with key stakeholders contributing towards the achievement of business objectives.</li> <li>Ensure reports under RIDDOR are reported to the HSE within the required time limits and provide advice for action plans to prevent reoccurrence. Be able to complete high risk accident investigations on behalf of services where needed.</li> <li>Act as Responsible Spending Office for the corporate health and safety budget. Identify, purchase, oversee and maintain the equipment, resources and systems provided to fulfil the job role</li> <li>Undertake any other duties, commensurate with the job grade, that may arise, as required</li> </ul>
Primary Measurable Objectives

## **Lancaster City Council - Job Description & Person Specification**

- To ensure that the Council meets its obligations with regard to the health, safety and welfare of staff at work and anyone affected by the Council's undertaking
- To promote a positive and pro-active health and safety culture within the Council.
- Be the proactive and forward-thinking individual to look for improved and best practices for health and safety across the organisation

### **Staff Management Responsibilities**

- The postholder will manage the Corporate Health & Safety Lead
- The postholder is responsible for providing effective supervision and direct representation of the council with regards to:
  - Contractors
  - The Health & Safety Executive (HSE)
  - Other local authorities
  - Health & Safety Joint Consultative Committee.

## Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<ul style="list-style-type: none"> <li>NVQ Level 6, NEBOSH Diploma or equivalent qualification in Health and Safety</li> <li>Chartered membership of a relevant health and safety professional body e.g. IOSH (or working towards)</li> <li>Evidence of continuous personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>IOSH accredited trainer</li> <li>Previous knowledge of working in a local authority or similar setting</li> </ul>	App Form, Interview, Certificate
Experience	<ul style="list-style-type: none"> <li>Substantial health and safety management experience with a strong technical expertise and extensive knowledge of current health, safety and fire legislation and relevant codes of practice and guidance</li> <li>Demonstrable experience of the delivery, monitoring and review of a safety management system</li> <li>Experience in the development of health and safety strategies, policies, and guidance</li> <li>Delivery of proactive health and safety audits and projects</li> <li>Extensive experience of managing or conducting complex investigations into workplace incidents or concerns</li> <li>Demonstrable experience and knowledge of producing analytical reports that support</li> </ul>		App Form, Interview

## Lancaster City Council - Job Description & Person Specification

	<p>effective communication of health and safety performance</p> <ul style="list-style-type: none"> <li>• Demonstrable experience of development and delivery of health and safety training programmes</li> <li>• Experience of leading, mentoring and coaching a team and establishing a positive performance culture that has delivered demonstrable service improvements</li> </ul>		
Job Related Skills, Knowledge & Abilities	<ul style="list-style-type: none"> <li>• Demonstrable experience of formulating and implementing corporate health and safety policies and strategies</li> <li>• Significant experience of accident and incident investigations and the production of reports and recommendations</li> <li>• Carrying out health and safety audits</li> <li>• Devising and delivering health and safety training programmes.</li> <li>• Experience in liaising and working closely with experts, in particular fields e.g. Asbestos, Legionella</li> </ul>		App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	<ul style="list-style-type: none"> <li>• Ability to work proactively and autonomously</li> <li>• Able to positively influence across a complex organisation and negotiate at a senior level to gain support to achieve necessary culture change</li> <li>• Ability to establish and maintain positive working relationships</li> </ul>		App Form, Interview

## Lancaster City Council - Job Description & Person Specification

	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to communicate clearly and effectively, both orally and in writing, with a range of audiences</li> <li>• Good organisational skills, with an ability to prioritise and develop plans over the long term, thinking strategically and anticipating risks, opportunities and obstacles</li> <li>• Ability to continuously identify and implement effective service improvements</li> <li>• Ability to motivate staff, set priorities and targets to meet service standards and deadlines using performance management skills to drive performance</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Ability to gather, analyse and draw conclusions from data to inform critical thinking and decision-making / solutions</li> </ul>		
Special Requirements/Other	<ol style="list-style-type: none"> <li>1. Your work will involve peripatetic lone working and dealing with people in situations likely at times to involve exposure to conflict and aggression which may not be foreseeable;</li> <li>2. You may be required to carry out indoor and outdoor surveys of unfamiliar premises unsupervised, including occasional access using ladders;</li> <li>3. You may be required to attend the scene of incidents and accidents to offer a corporate</li> </ol>		App Form, Interview

**Lancaster City Council - Job Description & Person Specification**

	<p>health &amp; safety presence and advice;</p> <p>4. Due to the nature of the post you may be required to work outside including all weathers;</p> <p>5. The hours of work will be 37 hours per week; Work outside of normal working hours may be required occasionally, subject to the needs of the service.</p>		
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## Lancaster City Council - Job Description & Person Specification

### Additional information

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
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**Lancaster City Council - Job Description & Person Specification**

Manager Signature:		Print name:		Date:	
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