


## Job Description and Person Specification

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|---------------------|-------------------------------|---|
| <b>Job Title</b>    | Health & Safety Manager       |  |
| <b>Reporting To</b> | Head of Health & Safety       |   |
| <b>Grade</b>        | PO7                           |   |
| <b>Department</b>   | Management and Administration |   |

**“Juniper” refers to both  
Juniper Ventures Limited and Juniper Pursuits Limited throughout this document**

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Juniper. All employees are expected to understand and promote Juniper’s Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees as far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **JOB DESCRIPTION**

### **Overall Purpose of Job**

This is an exciting opportunity to shape and oversee a leading London Authority’s Corporate H&S function, strategy and objectives. Providing strategic advice on Corporate Health & Safety, this role will be responsible for leading on all Corporate H&S functions, governance and assurance structures and mitigating existing and arising risks.

This role will be pivotal in ensuring the Council’s broad range of activities are managed effectively reducing risks for staff, residents and visitor. The H&S manager will be responsible for assuring the Council is effectively managing and aiming for the highest standards in H&S.

### **Job Context**

1. The post holder reports to the Head of Health & Safety.
2. The post holder will be the lead on all Corporate H&S matters and related risks.
3. The post holder will manage the Corporate H&S functions and providers.
4. The post holder will be required to work some evenings, weekends and occasional public holidays to meet service requirements and to ensure appropriate representation of the Council with residents, the mayor and elected members, and external bodies.

## **Principal Accountabilities**

1. To lead the planning, development, implementation, monitoring and review of the council's health & safety strategy, policies, standards and reporting systems.
2. To advise on and recommend to the council's senior leadership team, the setting of health and safety policy, objectives and performance measures.
3. To promote a culture of continuous improvement, through working in partnership with directorates and Trade Unions ensuring best practice is shared.
4. To monitor and audit the Council's H&S performance and compliance against recognised standards and notifying senior management of findings.
5. To devise systems to capture risk and compliance activities.
6. To produce quarterly reports on the Council's H&S status / performance highlighting any areas for improvement.
7. To provide timely advice to the council on complex H&S matters.
8. To ensure clear articulation of roles and responsibilities for H&S between the corporate H&S team and staff with H&S responsibilities located across the Council.
9. Report on investigations relating to serious health & safety incidents.

## **Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

## **Strategy**

- Work with Council partners to create the Council's three-to-five-year Health & Safety strategy.
- To develop H&S indicators and objectives. These will include training completion, audit compliance, risk assessment completions, action completion.
- To implement a comprehensive Health & Safety training strategy, monitoring for gaps in training provision and completion.
- To develop and implement a communication strategy that utilises all council communication channels to embed a strong H&S culture throughout the organisation.

- To continuously develop, implement, and refine the Council's Health & Safety policy, procedures, and culture to ensure full compliance with all relevant legislation throughout the organisation.
- Work with the Council partners on the development of an H&S reporting system.
- To create and promote the adoption of a single, Council-wide, H&S Policy Statement of Intent.
- To direct and keep under review the Corporate Plan, division specific service strategies and the divisional service plan to ensure that the Council fulfils its duties and delivers the agreed aims and outcomes for your division.
- To work in partnership with internal colleagues and external stakeholders in an integrated, holistic and cross cutting way to achieve delivery of Health & Safety outcomes.
- To work creatively to develop ways of sharing good and innovative practice at a local and national level.
- To contribute fully to the development and implementation of all corporate strategies and the Council's vision and to act as a major project or programme Senior Responsible Owner to lead and ensure the implementation of specific corporate projects as required.

### **Service quality**

- To be one of the Council's (officer level) representatives in partnerships.
- To work collaboratively with the Trade Unions on matters of mutual interest to improve services and solve problems in a coherent and integrated manner.

### **Performance**


- Ensure that thorough performance measures, monitoring systems, and audit programs are in place to provide assurance of adequate Health & Safety management
- To manage and regularly monitor work programmes, budgets, performance indicators and quality targets to ensure that the services in the division meet agreed objectives, key performance indicators and income targets.
- To performance manage specific services in the division, building a valued, confident, developed, agile, empowered and innovative workforce.
- To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act recognising that the Council wishes to operate in the most open and transparent way.

## Leadership and Culture

- To ensure robust governance and scrutiny by engaging all relevant stakeholders and represent the H&S Team at appropriate meetings.
- To manage the Corporate H&S Team within the Council's statutory and policy framework, upholding the highest professional standards to provide advice on risks, controls, and compliance across all council departments' diverse activities and responsibilities.
- To collaborate across all Corporate Directorates to integrate top-tier H&S standards among all elements of their work and actively oversee their work from a H&S perspective.
- To stay fully informed of all legal and technical developments in the H&S field, ensuring the proactive and accessible dissemination of relevant information across the council.
- To establish and maintain a Corporate Risk Register, proactively managing and resolving corporate risks.
- To create and adopt a single, Council-wide, H&S Policy Statement of Intent.
- To participate in the directorate and organisational change that is needed to ensure the services play their full part in achieving the Council's vision and values.
- Drive improvement in customer and community focus, performance, productivity, budget, managerial efficiency and workforce changes to deliver improved outcomes for the people of Newham.
- To ensure that all services are maintained to the required standards as directed by business continuity and resilience policies.
- To ensure that H&S legislation and the Council's H&S requirements are all complied with.
- To work evenings, weekends and occasional public holidays, to meet service requirements as required.
- Stay fully informed of all legal and technical developments in the H&S field, ensuring the proactive and accessible dissemination of relevant information across the council.
- Perform any other duties as required, as directed by the Head of Health and Safety.

## Appendix A – Organogram

## PERSON SPECIFICATION

|                     |                               |   |
|---------------------|-------------------------------|---|
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| <b>Reporting To</b> | Head of Health & Safety       |   |
| <b>Grade</b>        |                               |   |
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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job unless defined as Desirable. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| SELECTION CRITERIA   | METHOD OF ASSESSMENT              |
|--|-----------------------------------|
| <p style="text-align: center;"><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment with Juniper. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>   |                                   |
| <p><b>KNOWLEDGE:</b></p> <p>Comprehensive knowledge of health and safety legislation, such as the Building Safety Act, CDM Regulations, and the Health &amp; Safety at Work Act, with a strong focus on ensuring legal compliance and adherence to best practices.</p> <p>Expertise in contributing to corrective action plans, ensuring that health and safety considerations are central to these plans.</p> <p>Ability to analyse and interpret data to provide informed solutions and strategies based on health and safety expertise and available information.</p> | <p>Application Form/Interview</p> |

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|---|-----------------------------------|
| <p><b>EXPERIENCE:</b></p> <p>Experience managing health and safety in a complex public sector corporate environment.</p> <p>Proven track record of working at a management level.</p> <p>Significant experience in health and safety within a council or similar public sector organisation.</p> <p>Collaborating with a variety of stakeholders, including senior management teams.</p> <p>Experience conducting audits to evaluate the efficiency, effectiveness, and reliability of overall health and safety governance systems.</p> <p>Experience managing systems for reporting accidents, assaults, injuries, occupational diseases, and dangerous occurrences.</p> <p>Experienced in writing high-level reports and presenting information to senior management and stakeholders in a clear and concise manner.</p> | <p>Application Form/Interview</p> |
| <p><b>QUALIFICATIONS:</b></p> <p>Chartered Member of IOSH (CMIOSH) (desirable)</p> <p>NEBOSH Diploma or Level 6 in Occupational Health &amp; Safety (essential)</p> <p>Strong understanding and knowledge of Health &amp; Safety legislations and changes.</p>  | <p>Application Form/Interview</p> |
| <p><b>SKILLS AND ABILITIES:</b></p> <p>Strong ability to communicate effectively with all levels of management and both internal and external stakeholders.</p> <p>Skilled in informing, educating, and influencing others to ensure consistent compliance with health and safety standards.</p> <p>Capable of promoting a positive health and safety culture within the organisation.</p> <p>Proficient in staying current with relevant legislation, interpreting it accurately, and updating policies and processes to ensure compliance with legal requirements and best practices.</p> <p>Adept at producing clear, informative, and concise reports for senior management.</p>  | <p>Application Form/Interview</p> |

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|---|---|
| Excellent communication skills, with the ability to engage with a diverse range of stakeholders, effectively influencing them to ensure compliance.   |   |
| <b>PERSONAL STYLE AND BEHAVIOUR:</b><br><br>Proven management skills<br><br>Articulate both in written and oral form<br><br>Politically astute<br><br>Ability to commit to the achievement of equal opportunities<br><br>Deals well with conflict resolution<br><br>Ability to be persuasive, persistent and determined   | Application Form/Interview  |
| <b>OTHER SPECIAL REQUIREMENTS:</b><br>Willingness and ability to work occasional evenings and weekends to maintain service delivery.<br><br>Ability to drive (possession of a valid licence); ability to use own vehicle.<br><br>This post is subject to an enhanced DBS check.<br><br>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended<br><br>This post is exempt from The Rehabilitation of Offenders Act (1974). | Application Form/Interview<br><br><br><br><br><br><br><br><br>Satisfactory clearance at conditional offer stage |