

<b>Designation:</b>	Health & Safety Services Manager
<b>Grade:</b>	Stroud 6
<b>Hours:</b>	37
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	To provide leadership for all Health, Safety, Compliance and Environmental activities across the service
<b>Responsible to:</b>	Asset Operations Manager
<b>Responsible for:</b>	Technical and Support Staff within the responsible area of operation

## KEY DUTIES

- Lead a team delivering and overseeing a robust H&S Management Plan
- Supporting and advising the service on all aspects with regards to Health, Safety and Compliance with current legislative requirements
- Keep up to date with changes in current legislation and to bring to the attention of the responsible officer/s within the service any relevant new legislation which may have an impact on the service area
- Establish and monitor standards, processes, communications, training and systems to ensure all responsibilities with Health and Safety within the service are adhered to
- Communicate the expected safety standards to employees, contractors, and stakeholders and challenge those who fail to align
- To maintain financial control within the area of responsibility including agreeing budgets and authorising invoices and payments
- Developing models and forecasts, including scenario testing and sensitivity analysis
- Assimilate financial, technical, investment and assurance information and use for decision making
- Co-ordinate the collection and upload of stock condition data for the service areas as required
- Support the transition of Asset IT functions into use
- Support the asset and maintenance planning cycle, and contribute to the development of organisational strategies
- Engaging with managers, and key stakeholders to communicate the business vision and values, communicating positive health & safety performance effectively to both internal and external stakeholders
- Act as a point of escalation for the resolution of complaints and other issues in connection with service from whatever source they may originate
- To be fully conversant and compliant with current EU Procurement Directives, UK procurement legislation and the Council's Procurement procedures

## SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of managing budgets and expenditure
- Experience of working with the public
- IT Literate
- NEBOSH accreditation/TechIOSH
- Asbestos qualification
- Clear understanding of the Health and Safety six pack Regulations
- Clear understanding of CDM 2015 and its application
- Demonstrable evidence of applying H&S in the workplace
- Ability to manage own time and workload
- Able to adapt and react quickly to changing situations in the workplace
- Experience of working with the public
- Experience of managing and developing staff
- Have experience of presenting complex data to non technical audiences
- Performance manage teams to maximise productivity
- Promote a climate of high performance and quality standards, continual improvement and value for money
- Strong teamwork and collaboration skills

## COMPLEXITY AND CREATIVITY

Required to exercise discretion in a range of areas where advice is not normally available and where policy, procedures and working standards provide only general guidelines.

## JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to post holder's line manager
- Examining various reports, invoices, records, and statistical data highlighting to the post holders' and line manager anything where further investigation may be required or a decision needs to be made
- Work is carried out within defined rules and procedures involving decisions chosen from a range of established protocols, but may on occasion require challenge

## CONTACTS

Members of the Council, members and staff of other local authorities/partner agencies suppliers and contractors members of the public, tenants and leaseholders

## RESOURCES

Responsible for the proper use and safekeeping of IT, surveying, communication, personal safety , and high cost materials

## TRAVEL DESIGNATION

HMRC Mileage rates will apply.

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*