

Designation:	Health and Safety Services Manager
Grade:	Stroud 6
Responsible to:	Asset Operations Manager
Service Area:	Housing Contracts
Post Number:	TEN 1800

ESSENTIAL CRITERIA

QUALIFICATIONS

- NEBOSH General Certificate in Occupational Safety and Health
- TechIOSH

EXPERIENCE

- Knowledge and experience in preparation and delivery of specifications
- Proven experience in administering service agreements, and contracts
- Good understanding of the Health and Safety six pack Regulations
- Clear understanding of CDM 2015 and its application
- Managing asbestos over a multiple property portfolio
- Good management experience ideally gained within an operational service area
- Proven track record of leading all safety training requirements to support operational delivery
- Ability to interpret and analyse data
- Detailed knowledge of current procurement legislation and procedures
- Good knowledge of Microsoft Office

SKILLS & KNOWLEDGE

- Ability to communicate complex information clearly and effectively with others using a range of techniques, adapting style to enhance impact and suit the needs of the recipient
- Effective Communication and Positive Influencing Skills
- Ability to develop and implement new/ revised processes with an emphasis on simplicity, customer experience and efficiency
- Ability to inspire, motivate and develop employees and teams, demonstrating support, co-operation, empowerment and leadership
- Resilient, able to work effectively under pressure and meet challenging deadlines
- Highly organised with an attention to detail
- Excellent problem solving capability relating to the area of operation

PERSONAL ATTRIBUTES

- Respectful positive and professional
- Confident, independent and proactive
- Possess a can do attitude
- Ability to delegate and empower others
- Possess and ability to creatively problem solve issues

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Willing to undertake additional training or vocational qualifications as required

DESIRABLE CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent through relevant training and/or experience
- GradIOSH

EXPERIENCE

- Implementation of, and maintaining a quality management system
- Experience of managing change
- Programme and portfolio management
- Experience of complete life cycle / Planned Preventative Maintenance modelling

SKILLS & KNOWLEDGE

- Have relevant commercial management experience
- CDM 2015
- HHSRS

CORE COMPETENCIES

Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

Innovating

You will be able to seek better, more effective ways of delivering services.

Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Equality and Diversity

You will conduct yourself in a manner which demonstrates 'equality' in the workplace: respecting peers and valuing people as individuals. You will ensure the workplace is free from discrimination, respecting choice and everyone's right to have their own beliefs. You will show you appreciate 'diversity' through the added value of individual differences and varied experiences.

***Outer layers of the competency wheel will apply to managerial roles ***