

Job Title	Head of Corporate Head of Health, Safety and Wellbeing
Pay Grade	MG3
Directorate	Resources
Division	Corporate Health and Safety
Reports to	Director of HR & OD
Location	Dependent on the Line Manager
Role Purpose	
<ul style="list-style-type: none"> • Provide strategic direction leadership, operational management and financial budgetary control for the Corporate Health and Safety function, ensuring that each part of the service area delivers excellent services to residents (tenants, leaseholders, freeholders, commercial lettings). • Develop the service to seamlessly integrate with other council services, partners and stakeholders to make a significant contribution towards the delivery of the council's wider objectives. • To lead on the development and implementation of the Health and Wellbeing strategy. • Provide strategic leadership in the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the Council's business. • Take the strategic lead to arrange for investigations into all accidents and near-miss incidents and to record the findings on the relevant forms. • Responsible for monitoring the Occupational Health contract and providing updates to the Corporate Health and Safety Board as required. 	
Job Context (Key outputs of team/role)	
<ul style="list-style-type: none"> • To use the Council's corporate values and behaviours to lead the Health, Safety and Wellbeing team contribute towards achieving long term improvements in performance. • Work with the Senior leadership team to ensure Health, Safety and Wellbeing issues are considered as part of Directorate plans. • Ensure achievement of; Corporate, Directorate, Service & team; service delivery, financial, performance management and service development; objectives and targets. • Hold managers to account to provide services that are delivered or procured that represent value for money. • Promote, develop and maintain effective contacts and relationships with customers, customer representatives, community groups, Council Members and service/operational partners, to facilitate, service delivery, performance review and the continuous development of service provision. Work proactively and creatively to seek solutions to problems and to benefit from opportunities. Effectively coordinate high level cross service responses towards complicated cases. 	

- To provide advice to the Senior leadership Team and develop options on service, policy and strategy development in the areas of Health, Safety and Wellbeing.
- Contribute to service development and delivery across the Community Directorate and with other parts of the Council and its Partners to deliver effective and high-quality services.
- Ensure that all Corporate Health and Safety staff, managers, partners and suppliers feel valued, involved and empowered to deliver the very best services for the community in Harrow.
- To represent the Council Health, Safety and Wellbeing interests locally, regionally and nationally, to raise the profile of the authority and to establish partners and funding sources.
- To work actively as a member of the Resources Directorate Senior Team to achieve excellence through service delivery, staff support and motivation, quality assurance and control.
- To lead on customer experience, seeking feedback and ensuring Complaints, FoI/ SAR and Ombudsmen enquiries are dealt with effectively and within target timescale; to commission, seek and capture customer insight and proactively engage with stakeholder groups to drive service improvements
- To direct the engagement of the diverse range of staff across Health, Safety and Wellbeing staff, so that they own the People Ambition Plan and that we recruit and retain the right people to meet the needs of the Council going forward
- Ensure that training needs arising from reviews are identified and met, and that customers are fully involved in the development and implementation of changes and improvements.
- To lead, direct and or sponsor projects relevant to the service area.

Generic Duties

- Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.
- To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes an active role in promoting a positive health and safety culture.
- Promote and ensure participation in the Council's individual performance appraisal and development initiatives and information management best practice.
- To support the operation and general elections when requested by the returning officer.
- To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives.

- To manage the function **so** that the services provided are responsive to customer requirements, accessible to all areas of the community and provide value for money
- To develop the structures, systems, and policies necessary to support effective service delivery.
- To formulate annual operational plans and budgets for the function **or team** so that there are clear priorities and appropriate resources are allocated to their achievement.
- To resolve the most complex and high-level operational issues so that they are resolved effectively, and precedents are set for the resolution of similar issues.
- To develop longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.
- To ensure services link effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.
- Prepare monitor and control the service budget to ensure that expenditure is in line with the agreed business plan.
- To manage the teams and service provided in a way that promotes the Council's approach to diversity.

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organizational ambitions and goals. Our three values are:

Be Courageous, Do It Together and Make It Happen

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties / Accountabilities

1. Immediately contact the Director of HR&OD where a serious Health, Safety and Wellbeing circumstance occurs if the situation is that in the opinion of the Corporate Head of Health, Safety and Wellbeing, require immediate rectification or the stopping of any operation.
2. To notify the Director of HR&OD if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
3. To develop a health and safety strategy incorporating health and safety management plans
4. To arrange for investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
5. Advise the Chief Executive and Corporate Health and Safety Board of all incidents reportable under R.I.D.D.O.R.

6. To manage the Occupational Health Service and to arrange Health surveillance as required.
7. To highlight areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance.
8. To bring new techniques for improving Health, Safety and Wellbeing to the attention of the Director of HR&OD.
9. Develop effective working relationship internally with managers, HR and trade unions and externally a network of PHE practitioners. Channel insight gained from understanding of the business and ideas and thinking from the network to inform strategy review and formulation of solutions.
10. To Re-educate Managers to enable adopting and developing risk assessments, performing internal and external audits, and improving health and safety practices within the council
11. Effective Relationship Management skills and customer focus for stakeholders, client base and department fostering a positive safety culture
12. To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
13. To support management in carrying out investigations to establish the underlying and root causes into all accidents and near-miss incidents and to record the findings on the relevant forms.
14. To establish and action plan which clearly outlines continuous improvement to the organisation

Selection Criteria - Knowledge, Skills and Experience

Role requirements	Essential	Desirable
Chartered Membership of the Institute of Safety and Health (CMIOSH)	✓	
Extensive and up to date knowledge of Health and Safety legislation including Housing and Building safety Compliance	✓	
Experience of Health and Safety management and auditing	✓	
Experience of Board/Committee report writing and presentation	✓	
Analytical and logical thinking skills with the ability to operate at both a strategic and detailed level	✓	
Computer literate with good working knowledge of Microsoft Excel, Word and Outlook		✓
Experience of developing and maintaining effective relationships internally with other business areas and externally		✓

Qualifications			
Role Requirements.	Job specific examples (if left blank refers to left hand column)	Essential	Desirable
Educated to degree level in Occupational health and safety, National Diploma in Occupational Health and Safety Practice or the equivalent; and has relevant work experience.		✓	
Evidence of ongoing CPD in Health & Safety		✓	
Other Requirements			
The job involves travel for business purposes			
The role will need to be flexible in attendance times subject to the needs of the role.			

Manager Signature	Employee Signature N/A New Post
Job Title	Job Title
Date May 2021	Date