

<b>Job Title</b>	<b>Health, Safety &amp; Compliance Manager - Housing, People &amp; Resources</b>
<b>Pay Grade</b>	MG1
<b>Directorate</b>	Resources
<b>Division</b>	Corporate Health and Safety
<b>Reports to</b>	Corporate Head of Health, Safety and Wellbeing
<b>Location</b>	Dependent on the Line Manager
<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>• Provide commercially aware effective management, leadership, coordination, and direction to staff</li> <li>• Manage the resources of the Health and Safety Team to reduce risk and ensure the Health Safety and Wellbeing, as far as is reasonably practicable, of the Councils' employees, service users, residents, occupiers, volunteers, visitors, contractors, and all those affected by its undertaking.</li> <li>• Effectively manage the team to support Directors and senior managers so that the Councils statutory obligations are met, and risks managed</li> <li>• Act to prevent serious management failures resulting in a gross breach of a duty of care or prosecutions or prohibition notices that disrupt any of the areas of service delivery.</li> <li>• To support the Corporate Head of Health and Safety</li> </ul>	
<b>Job Context</b>	
<ul style="list-style-type: none"> <li>• Manage the team to provide a risk-based audit, remediation, planning and risk management program across the organization and act as influencers to advise, assist Directors, senior managers and managers, in making appropriate decisions</li> <li>• Lead the team in design, development, implementation, and management of safety management systems and monitoring processes to support Council teams in enabling the Council to fulfil its duty of care/ responsibilities e.g., accident reporting, asbestos and legionella management systems.</li> <li>• Act as a professional consultant and liaison to other teams' departments or external organizations (including HSE, LFB etc.) as required to deliver sound safety management in all aspects serving delivery of service to the community.</li> <li>• Effective personnel management of team supporting the Council in its aims. This includes recruitment, setting targets, one to one, appraisals, absence management, development and monitoring the performance of staff including work opportunities for work placements and apprentices that ensures an effective and appropriately skilled team to deliver the provision of service.</li> <li>• Provide technical and professional management for creation, maintenance and review of the Council's Health and Safety Plans,' health and safety policies, strategies, guidance, briefings and presentations.</li> <li>• Carry out all accountabilities in compliance with the Council's Policies, Aims and Procedures that ensure the management and cohesive effectiveness across Community teams through review processes and to deliver service to achieve targets in the Corporate Safety Plan.</li> <li>• Produce and deliver reports on Health and Safety issues to Directors and senior management on legislative standards and apply statistical analysis and peer-reviewed research, best practice and competencies for application by the Council and for internal use, and external bodies and for publication.</li> <li>• To ensure that statutory duties in terms of landlord responsibilities for health and safety within the housing stock are managed appropriately including the provision of advice and support to Housing staff and the Council.</li> </ul>	

- Ensure that safe systems of work are produced for all staff (including those in remote locations and site-based) in Health and Safety by ensuring adequate risk assessments and method statements are available relating to both occupational and construction-based activities.
- Manage, co-ordinate and further develop safety, health and environmental management systems bespoke for Housing e.g. fire legislation, caretakers' practices, control of contractors, etc.
- Ensure expertise and competence through development, task-related research, knowledge research, CPD, IPD and other professional activities.

### 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 practices.
- 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 team so that the services provided are responsive to customer requirements, access 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 contribute to 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. The post holder will be set targets, budgets and resourced with competent teams by the Corporate Head of Health, Safety and Wellbeing with the expectation that these will be effectively managed to achieve targets set out in plans, appraisals and reports.
2. The post will be autonomous for purposes of planning, delivery and arrangements for safety management systems.
3. Health and Safety Policies and Strategies for the Council will be developed by the post holder and signed off/agreed by the Corporate Head of Health, Safety and Wellbeing.
4. To implement the health and safety strategy document and monitor the performance plans
5. Targets will be agreed upon with the Corporate Head of Health, Safety and Wellbeing as part of the setting of Annual Safety Plans.
6. Progress will be reviewed monthly at one to ones and at appraisals with the Corporate Head of Health, Safety and Wellbeing
7. Ad-hoc reporting will take place as required with the Corporate Head of Health, Safety and Wellbeing.
8. To deputise for the Corporate Head of Health, Safety and Wellbeing where required to do so.
9. To support management in carrying out investigations to establish the underlying and route causes of all accidents and near-miss incidents and to record the findings on the relevant forms.
10. To establish an 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 working in a Refuse/ Street Scene environment		✓
Experience of working in a Facilities environment		✓
Experience of developing and maintaining effective relationships internally with other business areas and externally		✓
Experience of working in a property/development organization		✓

### Qualifications

Role Requirements.	Job specific examples (if left blank refers to left hand column)	Essential	Desirable

Health and Safety degree, National Diploma in Occupational Health and Safety or the equivalent		✓	
Member of a professional organization such as IOSH and evidence of ongoing CPD in Health & Safety		✓	
<b>Other Requirements</b>			
<b>The job involves travel for business purposes</b>			
<b>The role will need to be flexible in attendance times subject to the needs of the role. Attendance at evening meetings may be required</b>			