**JOB DESCRIPTION**

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| **Post Title**: **Health & Safety Manager** | | | |
| **Department**: **CORPORATE CORE** | | **Post No**: | |
| **Division/Section**: People & Inclusion - Human Resources | | **Post Grade**: grade G15 | |
| **Location**: The post holder would be based within the Bury campus, however may be required to travel within the locality to deliver the requirements of the role. | | **Post Hours:** 37 hours per week on site and in accordance with the council's flexitime and agile working arrangements. | |
| **Special Conditions of Service**:   * Extended flexi time scheme in operation. * The post holder will be required to work flexibly outside of normal working hours in accordance with the exigencies of the service, which could reasonably include service responses to emergencies. * The ability to travel inside and outside of the Borough for which expenses will be payable in accordance with the council’s conditions of service. * To attend evening meetings in accordance with service requirements. | | | |
| **Purpose and Objectives of Post**:   * Providing expertise leading the development and implementation of corporate H&S policies and procedures * Management of corporate Health and Safety service – * H&S Advisors * H&S contracts * Representing Bury Council at internal and external H&S meetings and forums * Provide oversight and scrutiny of H&S activity – with regular reporting to agreed governance forums * Raising awareness and supporting managers to recognise and understand their H&S responsibilities and obligations * To promote health & safety by working closely with senior leaders * Prepare information to support specific projects with regard to current Health, Safety, Fire and Risk Management legislation, regulation and best practice | | | |
| **Accountable to**: Executive Director (Strategy & Transformation) | | | |
| **Immediately Responsible to**: AD of People & Inclusion | | | |
| **Immediately Responsible for**:  Lead Health & Safety Advisor; Health & Safety Advisors | | | |
| **Relationships: (Internal and External)**  **Internal:**  Chief Officers, deputy Chief officers and other senior employees of the Authority  Representatives of Client Departments  Councillors and MPs  **External:**  Representatives of contractors and suppliers  Regulators, incl Health & Safety Executive  Other GMCA Organisations  Members of the Public | | | |
| **Success Measures:** Bury Council employees and service users are kept safe, with appropriate organisational culture, policies, controls, measures and reporting ensuring the Council is compliant with all applicable H&S legislation. | | | |
| **Key Responsibilities:**   1. Deliver best in class health and safety management, behaviours and culture as professional lead for H&S within Bury Council. 2. Establishing, and monitoring delivery of a robust health and safety framework of policy, procedures and systems for the council. 3. Compile reports and ensure appropriate governance of H&S matters, presenting and advising on actions to mitigate significant risks to senior officers and members. 4. Oversight of risk assessments and monitoring compliance through a structured programme of audit, training and reporting. 5. Contribution to Occupational Health management and workforce wellbeing – supporting the council and across GM in relation to the analysis of performance and awarding of related contracts. 6. Oversight of investigations into accidents, incidents and health & safety concerns (including RIDDOR) and ensure appropriate control and prevention measures in place. 7. Develop and deliver formal and informal H&S training and communication programmes 8. Provide support and guidance to key stakeholders on all aspects of H&S. 9. Lead by example, upholding the Council’s LET’S DO IT behaviours and values. | | | |
| **Qualities required of the postholder.**   1. A confident and credible leader able to work collaboratively to drive both compliance and change in a complex public service environment. 2. Solution focused, innovative and results driven. 3. A recognised H&S professional, with good working knowledge of organisational requirements and ability to manage and influence multiple stakeholders. 4. Comfortable using standard MS software suite, Word, PowerPoint, Excel. 5. Able to lead and deliver a service that contributes to Council objectives. 6. Articulate, able to explain complex matters, verbally and in writing. 7. Uses professional expertise and communication skills to resolve conflict. 8. Ability to train, coach, and mentor staff to improve service quality and staff development. 9. Promote the services, aims and image of the Department, authority and community including organising and participating in exhibitions, campaigns, and presentations. 10. Committed to diversity and inclusion. | | | |
| Job Description prepared by:  Tim Normanton  Interim AD HR | Sign: | | Date: 01/09/25 |

**Health & Safety Manager**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Qualifications / Memberships*** | | |
| NEBOSH lvl 7 (CFIOSH) or equivalent substantial experience in H&S | ü |  |
| ***Knowledge & Experience*** | | |
| Experience of working in a similar role in complex multi-site public facing services | ü |  |
| Proficient in Microsoft 365 - word-processing, spreadsheets, databases, email and Teams. | ü |  |
| Experience of influencing, presenting and training to a wide range of audiences. | ü |  |
| Experience of managing a team of professionals. | ü |  |
| Excellent written and oral communication skills and ability to write reports and liaise effectively with colleagues, representatives from enforcement agencies and external contacts in a professional manner and contribute as a member of a team whilst using own initiative as required. | ü |  |
| Able to take ownership of, organise and prioritise tasks and workload from initial stage to completion to meet deadlines. | ü |  |
| Experience of working in a similar role in a Local Authority setting. |  | ü |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| **Interview/ Assessment** | Relevant training experience to be demonstrated. |
| **Interview/ Assessment** | Ability to use Microsoft Office applications and competent in the use of appropriate IT systems such as word-processing, spreadsheets, databases and email. |
| **Interview/ Assessment** | Ability to manage, process, report on and analyse data. |
| **Interview/ Assessment** | Relevant knowledge of appropriate legislation and good practice guidance. |
| **Interview/ Assessment** | Ability to think strategically and promote a safety first culture |