

JOB DESCRIPTION

Job title:	Health & Safety Manager
Grade:	G9
Reporting to:	Head of Business Effectiveness and Communications
Main contacts (Internal)	All Northwards employees' inc. senior managers, technical staff, Board Members
Main contacts (external)	Consultants, contractors, HSE and H&S Advisory bodies.
Responsible for:	2 x Health & Safety Co-ordinators, 1 x Fire and Asbestos Surveyor.

Main purpose of the job:

To act as the organisation's lead competent person for health and safety as defined by the Management of Health and Safety at Work Regulations 1999.

To ensure the organisation complies with current health and safety legislation approved codes of practice and guidance in relation to employment and service provision.

To work proactively with managers to establish and maintain a system that promotes a culture of safe working practices across the organisation

To provide direct management and leadership of the Health and Safety Team.

Key Areas of Responsibility

- To ensure the company's Health and Safety Policy is implemented consistently across the organisation.
- To monitor, evaluate and review Health and Safety policy and practice, make recommendations and implement new policies and procedures as required.
- To assist in the identification of training needs for employees and develop and deliver training as required.
- To advise the Board and senior management team on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating actions plans to ensure compliance across the organisation.
- To support managers to maintain safe systems, providing specialist advice, coaching and practical support.

- To assist managers implement health and safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH) in a consistent and effective manner.
- Ensure the organisation, its clients and designers comply with the Construction (Design and Management) Regulations 2007 and supervise staff in the Health and Safety team commissioned to act as a CDM Co-ordinator.
- To carry out audits to evaluate the effectiveness of Health and Safety systems and procedures, and identify and implement improvements.
- To ensure routine health and safety activities and checks are carried out e.g. testing of portable electrical appliances and the review of risk assessments.
- To investigate, or where appropriate, to assist others to investigate the circumstances and causes of accidents and take necessary steps to prevent a recurrence.
- Take action to mitigate the impact and likelihood of health and safety risks.
- Monitor the services provided to external clients (CDM) to ensure that the team responds proactively to programme constraints.
- Co-ordinate the issuing of notifications where required to the Health and Safety Executive.
- Oversee the preparation, maintenance and distribution of CDM Health and Safety files.
- Manage the internal asbestos surveying service and programme of fire risk assessments and where necessary relevant control measures.
- Prepare regular reports on compliance and activity for presentation to the operational Health and Safety Group, the Board and its Sub Committees.
- To undertake any other duties as required by management, commensurate with the grade of the post.

As a Disability Symbol employer we are committed to supporting our disabled employees. We provide reasonable adjustments in the workplace and if appropriate we also consider other options such as job re-design.

PERSON SPECIFICATION

Skills and Ability

- Excellent written and interpersonal skills and the ability to challenge constructively.
- Effective team working and networking skills and the ability to work independently using own initiative.
- A relevant professional qualification e.g. NEBOSH Diploma.
- A chartered member of the Institute of Occupational Safety and Health (CMIOSH).
- Corporate membership of the RICS and / or CIOB (desirable but not essential).
- The ability to plan, prioritise and organise own workload.
- Extensive knowledge of effective health and safety management strategies and best practice.
- Detailed knowledge of current health and safety legislation and its application in a public sector environment.

Experience

- Knowledge and a proven track record of delivery of health and safety management systems and the provision of advice within the public sector (preferably within the housing or construction industry).
- Experience of working with senior managers.
- Knowledge of social housing.
- Experience of successfully managing and motivating a team.
- Knowledge of CDM, fire and asbestos regulations.
- Experience of communicating effectively verbally and in writing to senior managers and writing reports.
- Evidence of continued professional and personal development.

Personal Qualities:

- A professional approach which generates credibility and confidence in others.
- The ability to work in partnership and across boundaries to achieve results.
- Confident and assertive with a self motivated approach and flexible attitude.
- The ability to overcome obstacles to solve problems to achieve results.
- Ability to cope with pressure and work to tight deadlines.
- A personal commitment to continuous self-development.
- The flexibility to work outside normal office hours to attend meetings and events.
- Personal commitment to the corporate values and objectives of Northwards Housing and culture of continuous service improvement.
- To respect and work positively with others to create a workplace that is inclusive, a service that is responsive to individual needs, and to promote equality in line with our legal duties under the Equality Act 2010.