

**HEALTH AND SAFETY MANAGER
GRADE 8, £31,080 TO £35,366 PER ANNUM
37 HOURS PER WEEK, MONDAY TO FRIDAY**

- CARE Local Government Pension Scheme
- Work life balance policies
- Child Care Voucher Scheme
- Excellent training opportunities



INVESTOR IN PEOPLE

If you are looking for an exciting opportunity to make a real difference and would like to work with a forward thinking and friendly team, please read on.

Bolsover and NE Derbyshire District Councils are recruiting to the above post and if you would like to:

- Lead on developing and implementing H&S compliance
- Play an influential role across two organisations
- Shape service delivery
- Work across multiple sites and disciplines providing advice to a wide range of managers

Then we want to hear from you.

Both Councils are looking for an individual who understands that effective working relationships are critical to success together with good communication and the ability to instil confidence and gain trust of employees and Members. You will be an experienced professional who is up to date with relevant legislation, best practice and is keen to drive forward initiatives. In return, the Council offers an excellent working environment including opportunities for personal development, flexible working and generous annual leave.

Our preferred method of application is online. Alternatively you can request an application pack by e-mailing human.resources@bolsover.gov.uk. **CV's will not be accepted.** If you do not have access to the internet contact us by telephone on 01246 242424.

For an informal chat regarding this vacancy please contact Sarah Sternberg, Joint Head of Corporate Governance & Monitoring Officer on (01246) 242414 or sarah.sternberg@bolsover.gov.uk

CLOSING DATE: 28th October 2018

Bolsover District Council is striving for diversity and welcomes applications from all sections of the community.

Job Description

Job title	<i>Health and Safety Manager</i>
Reports to	<i>Joint Head of Corporate Governance & Monitoring Officer</i>
Direct reports	
Grade	<i>8</i>
Salary range	<i>£31,080 to £35,366</i>

Job purpose

To provide specialist support to Council services (and external organisations as required) to ensure compliance with all legislation, guidance and best practice in relation to health and safety, including fire safety.

Duties and responsibilities

1. Provide professional advice, guidance and to a variety of internal and external stakeholders as required, assessing and ensuring appropriate policies, procedures, training and plans are in place in line with national legislation and guidance.
2. Direct the investigation and reporting of accidents/incidents and emergencies/major incidents, keeping stakeholders informed and ensuring follow-up action is taken as appropriate.
3. Responsible for ensuring that both Councils are carrying out their statutory responsibilities in relation to relevant legislation and guidance, assessing the impact of legislation, regulations and codes of practice and identifying necessary changes to plant and systems of work; articles and substances information, instruction, training and supervision; workplaces and working environments.
4. Work with Assistant Directors and Service Managers to identify a list of occupations/activities and potential or actual emergency events or incidents requiring risk assessment and address the health and safety implications of them.
5. Manage the Health & Safety Co-ordinator providing direction and co-ordination of workload, support and guidance, dealing with recruitment, motivation, training, welfare and discipline issues as appropriate and proactive management of backlogs.
6. Prepare and deliver reports, information and statistical returns as required.

7. Conduct audits and inspections in accordance with risk-based priority planning programmes, advising Strategic Alliance Management Team (SAMT) on any action required to achieve compliance with legislation, guidance etc.
8. Assess the competence of and monitor the work of contractors to both Councils.
9. Ensure the development, implementation and timely review of Health and Safety policies and procedures for use across the Strategic Alliance.
10. Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors, trade unions, members of the public and partnership agencies as required, ensuring the development of effective relationships with a variety of individuals and groups.
11. Develop and maintain knowledge and information sources of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands.
12. To be responsible for budget monitoring within the areas of control in accordance with financial regulations.
13. Comply with all health and safety regulations, legal requirements, statutory requirements, standing order and financial regulations of the Councils.
14. Abide by the Councils commitment to Equality and Diversity.
15. Ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.
16. Be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
17. Undertake any other duties commensurate with the role as requested by management.

Working conditions

The role will include outdoor working and working outside of normal hours occasionally.

Physical requirements

The role will involve standing and walking.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>S. Sternberg</i>
Date approved:	<i>3.10.2018</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Health and Safety Manager	Section: Health and Safety		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Knowledge of local and national strategies, policies and legislation relevant to health and safety • A good understanding/knowledge of key local government pressures, activities, operations and risks as they apply to health and safety 	a & i		a & i
Qualifications			
<ul style="list-style-type: none"> • Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) • Relevant level of qualification to obtain Chartered member (Level 6 or 7) 			a & c
Experience			
<ul style="list-style-type: none"> • Considerable experience of providing professional advice and guidance to managers to all levels of seniority, external agencies and other forums • Experience of developing, testing and implementing health and safety policies, procedures and plans • Substantial experience of developing, producing and presenting/delivering effective information, instruction and training • Experience and a thorough understanding of the core activities of a health and safety department, its aim and objectives and how they impinge upon client services • Substantial, practical experience of working in health and safety within a large, complex, multi-site organisation, undertaking audits, inspections and developing health and safety management systems • Relevant experience of consulting with employees' representatives on health and safety matters 	a & i		a & i

<ul style="list-style-type: none"> • Experience and knowledge of effectively using computerised information systems and Microsoft packages 			
Skills			
<ul style="list-style-type: none"> • Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders at all levels including senior managers and members of the public • Strong organization and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision • Ability to undertake research and produce quality documentation including reports and statistical information, explaining complex and potentially contentious issues, ensuring the information is suitable for particular audiences. • The ability to conduct effective investigations, audits and inspections in a complex multi-operational organisation • The ability to co-ordinate cross organisational and departmental working • Methodical approach to problem solving, with the ability to analyse complex issues and offer creative and workable solutions 	a & i		a & i
Other Requirements:			
<ul style="list-style-type: none"> • Operate with the highest standards of personal/professional conduct and integrity • Willing to work flexibly in accordance with policies and procedures to meet the organizational needs of the Council's • Willing to undertake training and continuous professional development in connection with the post • Work in accordance with the Council's values and behaviours • Able to undertake any travel in connection with the post 	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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