

Job Description

Job title	Corporate H&S Manager
Directorate	BUSINESS : Business Support
Division	FBI
Range	MPR 6
Reports to	Head of Employee Relations

Main purpose of the job:

Act as the Council's competent person and expert to enable the Council to meet the requirements of health and safety (H&S) law. Ensure that safe systems of work are in place and that the expertise and profile of Occupational H&S is strengthened in all areas.

Create a culture of H&S awareness and promotion, compliance and continuous improvement whilst minimising accident/incident occurrence and reducing reportable accidents/incidents.

Develop and produce corporate Occupational H&S Policies and bespoke training for employees and managers using up-to-date knowledge of legislation and best practice, working closely with others in the HR service.

Manage and analyse data related to occupational H&S, ensuring accurate and timely reporting of incidents and accidents, and utilising data to identify areas for improvement and support decision-making processes.

Develop and ensure that appropriate systems and procedures are in place to enable staff at all levels to understand their responsibilities and to carry them out effectively.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Represent 'the Council' as the "Competent Person" in discussions with enforcing authorities such as the Health and Safety Executive and Environmental Health Officers. Offer expert advice to managers and Corporate Management Team (CMT) on corporate H&S matters.

Create comprehensive health and safety strategies and plans that comply with legal guidelines and best practice.

Prepare, monitor, review and enforce Occupational H&S policies, that adhere to legislation, to establish a culture of H&S and wellbeing within the workplace.

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Evaluate practices and procedures to identify potential risks and ensure adherence to safety regulations, promoting a culture of compliance, with effective control measures to help prevent incidents and ensure a safe environment for everyone. Set up corporate templates for use by managers and employees.

Advise and collaborate with colleagues in the HR service on occupational health-related matters, including stress, expectant mothers, display screen equipment, lone working, and return to work.

Develop initiatives that promote physical and mental health and wellbeing among employees, and support to deal with and reduce stress or injuries.

Providing immediate support and care in the event of workplace accidents or health issues. Investigating these and reporting as RIDDOR where needed. Identify and recommend preventative measures to reduce occurrence in the future.

Develop and deliver regular training sessions to educate employees on safety practices and emergency procedures to managers and employees to ensure they can meet their obligations in relation to H&S, fostering a culture where safety is a shared responsibility, and employees feel empowered to report hazards.

Ensuring workstations and equipment are designed to prevent strain and injury.

Compile and provide statistics on accidents and injuries, analyse their causes, and report findings to management through the Corporate Health and Safety Committee meetings, and assist and attend the directorate Health and Safety Committee meetings.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

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To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Employee Relations Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

FIXED - The post holder will be permanently based at [insert location], although they may be expected to work at any location across Medway.

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Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

A relevant degree or equivalent level 6 professional qualification such as NEBOSH National Diploma in Occupational Health & Safety

Level B (in addition to level A criteria)

add in role specific qualification

Level C (in addition to levels A and B)

add in role specific qualification

Knowledge

Level A

Knowledge of H&S legislation, regulations and standards and current best practice in Occupational H&S

Understanding of risk assessment methodologies, hazard identification and how to mitigate risk

Knowledge of effective training methods and techniques

Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding

Familiarity with emergency response procedures and crisis management

Level B (in addition to level A criteria)

Knowledge of stakeholder management

An awareness of the One Medway Council Plan

Knowledge of the Council's systems for recording and monitoring H&S related information.

Detailed knowledge and understanding of the Council's Occupational H&S policies and procedures and contracts, and of the governance arrangements for Occupational H&S in the Council

Level C (in addition to levels A and B)

Extensive knowledge of H&S legislation, regulations and standards and current best practice in Occupational H&S

An awareness of the Council's procurement process

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An understanding of the Council's Occupational Health provision and Employee Assistance Program and how they support good Occupational H&S>

Experience

Level A

At least 3 years previous experience in Occupational H&S roles such as H&S advisor, H&S officer, or safety coordinator

Experienced in conducting risk assessments and implementing control measures and monitoring compliance with health and safety regulations

Demonstrable experience of handling and reporting of workplace incidents

Experience of developing and delivering H&S training sessions to employees and managers

Demonstrable experience of Investigating workplace accidents and incidents and recommending preventive measures

Level B (in addition to level A criteria)

Experience of contributing to or developing and implementing wellbeing initiatives for employees

Experience of analysing data, identifying trends and formulating actions

Experience of presenting Occupational H&S matters both written and orally to a variety of audiences

Level C (in addition to levels A and B)

Demonstrable experience of continuous improvement in safety practices and procedures

Experience of contributing to procurement processes for Occupational H&S provision

Skills

Level A

Ability to identify potential hazards and assess risks in the workplace and put sensible controls in place to protect the workforce.

Skilled in investigating accidents and incidents to determine causes and prevent recurrence.

Demonstrable ability to conduct safety audits and inspection.

Ability to develop and deliver safety training programs for employees and managers

Effective communication skills to convey safety policies and procedures to employees and management and provide advice and guidance on H&S matters

Proficient in the use of Microsoft Office, Excel, PowerPoint, and Teams

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Able to drive and have access to a vehicle for work purposes (or ability to travel by public transport)

Ability to occasionally lift, carry, or push items of light or medium weights

Good organisational and time management skills, able to prioritise and manage own workload

Good customer service skills

Level B (in addition to level A criteria)

Able to communicate with a variety of stakeholders both internally and externally, adapting style and delivery to meet the needs of the audience, including representing the Council on Occupational H&S matters

Proficiency in analysing data and trends to make informed recommendations and decisions to improve workplace safety

Demonstrable ability to take a proactive approach to promoting H&S and to raise awareness of hazards and adherence to safe working practices and procedures in the workplace

Able to build trust, rapport, and understanding when working and collaborating with others, good interpersonal skills

Good attention to detail and ability to plan and keep track of deadlines

Level C (in addition to levels A and B)

Demonstrable ability to analyse data and trends and present recommendations to management to address issues and improve H&S in the workplace

Advanced problem-solving skills, able to think creatively

Ability to coach, mentor, inspire and influence colleagues to become safety champions

Expert in identifying risk and presenting realistic and practical solutions in relation to Occupational H&S