

Job Profile – Occupational Safety Manager

Department: Human Resources

Directorate: Corporate Resources

Responsible to: Health Safety and Wellbeing Manager

Responsible for: Occupational Safety Team

Grade: PO4 - PO6 (SCP 35 - 43)

**Job purpose**

Working as the lead of the Occupational Safety Team, providing effective management of the service. Carrying out duties as a competent person with regards to health and safety matters for Bradford Council.

Supporting and contributing to a proactive health and safety function, enabling managers and others to discharge their statutory duties. Developing a culture of ownership of health and safety amongst managers, in line with the Council’s Health and Safety at Work policy, its associated guidance and current health and safety legislation.

Working with Council departments, services, schools and those who hold a council service level agreement, providing professional technical advice, support and guidance, monitoring performance and seeking opportunities for continual improvement of health and safety standards.

Supporting the Health Safety and Wellbeing Manager in determining effective and integrated use of resources in delivering the safety agenda. Being one of the primary contacts for the Health and Safety Executive.

Key responsibilities

1. The effective management of the Occupational Safety service within Bradford Council.

2. Assist the Health Safety and Wellbeing Manager to deliver and provide an efficient and effective occupational safety service to departments and services of the Council, line managers and other beneficiaries of the service.

3. In conjunction with colleagues in council departments, services, and schools, seeking continuous improvement in the performance of the Occupational Safety service to ensure best value and high-performance people management.

4. To ensure that appropriate occupational safety policies, procedures and working

practices are in place throughout the Council’s organisation and to ensure that the

Council complies with and where possible exceeds the standards required by health and safety legislation.

5. To advise managers on health and safety matters and promote a positive health and safety culture amongst managers and employees.

6. To promote consultation with the workforce on health and safety matters through

the development of safety committees and workplace consultation meeting groups.

7. To undertake the duties and responsibilities of the “Competent Person” as required under statutory requirements and to support this provision in the Council.

8. Write formal managerial reports regarding projects and performance for CMT,

departmental management teams and project boards on behalf of the service. Ensuring that timely and appropriate information on occupational safety issues is available, at both corporate and departmental level promoting effective decision-making.

9. To ensure that procedures are in place for the effective reporting, investigation and monitoring of accidents and dangerous occurrences at work, together with any corrective action that is required.  
In respect to accidents/incidents:

* Assist and support management and others in the investigation of serious or complex accidents or incidents.
* Communicate with managers regarding remedial actions required arising from the investigation findings to prevent recurrence.
* Exploit opportunities for council services to learn from accidents and incidents by encouraging services to share their experiences.
* Ensure suitable summary information regarding accidents and incidents is kept up to date.

10. In conjunction with managers, and health and safety colleagues, develop and review appropriate health and safety policies, strategies, and practices.

11. Along with managers, develop a framework of risk assessments and controls which cover all hazardous working practices and operations.

12. To ensure that workplaces are inspected, monitored, and audited at appropriate

intervals so that working environments and operations do not breach legislative or good practice requirements, preparing necessary advice and reports for management.

13. To advise managers on the safety aspects of new plant, equipment, workplaces

and working procedures, to ensure the necessary standards of health and safety are achieved.

14. To effectively manage and monitor the SLA’s with schools and other organisations as appropriate.

15. To support the Safety Partnership Strategies of the Departments e.g. CHAS, Core Cities, Regional Safety Groups as examples.

16. To identifying training needs amongst council managers and workforce. Supporting the Workforce Learning and Development service in the development and implementation of training strategies and appropriate training content.

17. To keep abreast of legislative and procedural changes, developments and changes relating to health and safety. Ensuring that managers are advised of such and make recommendations for changes to be made to the Council’s Health and Safety at Work Policy and associated policies and procedures.

18. Liaise with the recognised trade unions promoting positive health and safety standards in the authority.

19. Liaise with the Insurance and Legal services with regards to injury claims against the Council.

20.Liaise with Employee Health and Wellbeing team regarding advice and guidance on occupational health and wellbeing matters.

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| **Dimensions of role (direct/ indirect as applicable) e.g., total number of staff managed/ total budget/ total scope of role** |
| **Scope of role**   * Management of the Occupational Safety team 4 direct reports (Occupational Safety Advisers)   W**orking environment**   * Mix of office based, remote working and site visits including as examples: depots, offices, schools, sport centres, adult/children centres, construction sites and public spaces |
| **Structure Chart** |
| **Structure:**  Head of Workforce and HR Specialist Services  Health Safety and Wellbeing Manager  Occupational Safety Manager  Occupational Safety Advisers (4) |

**Person Specification – Occupational Safety Manager**

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| **Qualifications** | Examples of applicable qualifications   * NEBOSH Diploma Occupational Safety and Health * NVQ Level 6 Occupational Safety * British Safety Council Level 6 Diploma in Occupational Safety and Health * Degree in one or more areas eg: * Health and Safety Management, * Occupational Safety Health and Wellbeing * Health and Safety Risk Management   or an equivalent level of experience |
| **Experience** | Significant working experience as a health and safety practitioner in health and safety services or other similar related workplace settings.  Advising on health and safety matters and the proactive management of risk within a medium or large organisation or local authority.    Experience of advising schools or educational services or commercial experience.  Managed (deputising) a team of health and safety professionals including supporting team members performance and development.  Experience of developing, implementing, and evaluating workplace health and safety strategies, related policies, and processes.  Membership of a professional group eg IOSH or able to evidence continued professional development (desirable).  Experience of working in Local Government and within a unionised environment is advantageous. |
| **Skills and knowledge** | Has knowledge and understanding of workplace occupational health and safety and the many benefits of a positive approach to managing risk in an organisation.  Understands the importance of using a range of spoken and written communication skills as an important feature of the post. Something which supports building of relationships, offering advice and guidance.  Ability to build effective relationships and get things done through collaboration with colleagues, but also challenge where necessary.  Able to analyse problems and generate a number of potential solutions, including identifying relevant information to support informed and consistent decision making.  Ability to write and produce detailed accurate outcome or review reports, advice or guidance on complex issues which offer clarity and understanding.  Using a variety of ICT systems and data handling software and applications as part of working activities, including Word, Excel, Outlook, SharePoint.  Embeds a culture of continuous improvement and quality. Able to develop, maintain and use appropriate monitoring systems.  Understands the requirements of working within the Data Protection Act and an organisation’s confidentiality protocols when dealing with sensitive information, maintaining records and documentation security.  Understands the need to treat everyone with respect and dignity, that maintains impartiality/fairness with all people, and has an awareness of the barriers people may face. |
| **Other Requirements** | Ability to work autonomously without regular direction or control and knowing when to report issues, concerns or matters to a higher level. |

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| **Completed by:** | Chris Hardaker  Health Safety and Wellbeing Manager | **Date:** | 06. 02. 24 |
| **Quality checked:**  **(HR)** |  | **Date:** |  |