



## Job Profile and Working for Stockport

### Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

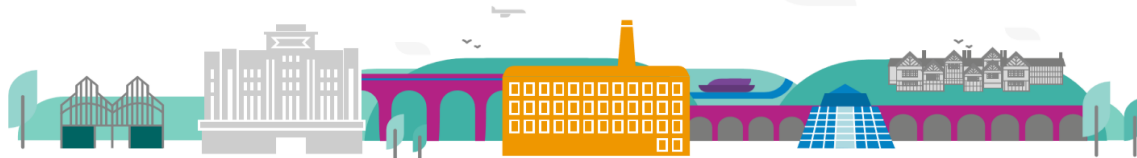
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





## Ambitious Stockport, creating opportunities *for everyone*

### About the Job

|                      |                                      |
|----------------------|--------------------------------------|
| <b>Role:</b>         | Health and Safety Compliance Manager |
| <b>Service Area:</b> | Health Safety and Wellbeing          |
| <b>Directorate:</b>  | Corporate and Support Services       |
| <b>Salary Grade:</b> | (MB4) £46,579 - £53,051              |

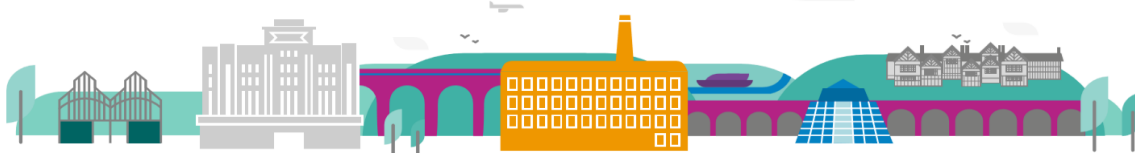
### Main Purpose of the Job

To provide strategic health and safety leadership for statutory property compliance, building safety, repair, refurbishment and construction activities across the Council's corporate and school estate. The postholder will ensure effective governance, legal compliance, risk management and safe project delivery.

The postholder will be allocated a primary portfolio, either corporate planned preventative maintenance and compliance or construction project delivery, while maintaining sufficient knowledge and competence to provide effective cover across both portfolios when required.

### Key Responsibilities

- Leadership and management of property-related health, safety and compliance risks.
- Contractor and supply-chain assurance.
- Development of policies, procedures and standards.
- Performance management and reporting.
- Risk management, and timely and appropriate escalation.
- Attendance and support for governance boards and health and safety committees.
- Liaison with regulatory authorities when/if required.
- Undertake a programme of strategic compliance audits and assurance reviews.
- Provide expert advice to senior managers on compliance obligations.
- Deliver health and safety training/induction/toolbox talks to colleagues/contractors.
- Manage emergency response and business continuity arrangements.
- Lead the investigation of health and safety accidents, incidents and near misses, applying root cause analysis to identify underlying causes, establish lessons learned, and ensure effective corrective and preventative actions are implemented to improve organisational health and safety performance.
- Deputise for the Health and Safety Manager in their absence and provide leadership, mentoring and professional guidance to members of the Health and Safety Team, supporting their development and the delivery of service objectives.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people



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on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

### Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

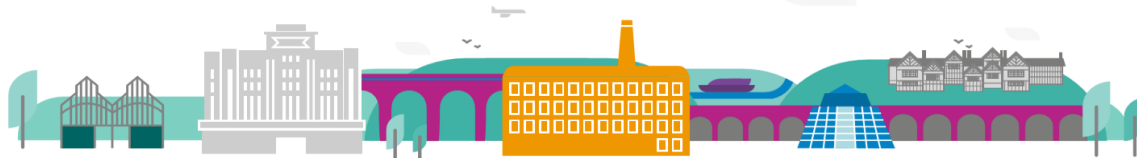
## About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.

### Qualifications and professional development

- A level 6 higher national qualification or equivalent and professional experience in building surveying, construction, property compliance, health and safety or a related discipline.
- Evidence of continuing professional development and the ability to maintain current knowledge across both building compliance and building construction disciplines.
- Membership of, or eligibility for membership of, a relevant professional body is desirable.



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### Experience

- Significant management experience in property compliance, planned maintenance and construction health and safety.
- Experience of leading statutory compliance programmes and construction projects, within a complex property portfolio.
- Experience of contractor management and liaison.
- Experience of preparing clear reports and presenting risk, assurance and performance information to senior managers or governance forums.

### Knowledge and skills

- Strong working knowledge of property compliance, building safety, and construction risk management.
- Strong knowledge of the Health and Safety legislation and the Construction (Design and Management) Regulations 2015.
- Understanding of risk management, and asset management principles.

### Skills and behaviours

- Ability to lead across professional disciplines, make sound decisions and manage competing priorities.
- Strong communication, influencing, negotiation and stakeholder-management skills.
- Ability to analyse technical and performance information, identify gaps and drive timely corrective action.
- Ability and willingness to work flexibly across both compliance and construction portfolios and provide cover for the other manager.
- A full driving licence and ability to travel between Council sites, or the ability to meet the travel requirements of the role by other means.