

Job Description and Person Specification Profile

Job Title	Health and Safety Manager
Job ID	GH14
Service	Public Protection
Grade	J
Reporting to	Head of Public Protection

The Role

The role will be responsible to the Head of Public Protection for the delivery of a professional health and safety service which supports the Council's aims and objectives and facilitates the effective management of health and safety risks, in order to ensure effective governance, statutory compliance and best practice across the Council.

Main Duties and Responsibilities include:

- To be responsible for the day to day management of the Corporate Health and Safety service.
- To ensure that health and safety policy, guidance and toolkits are produced, reviewed and made available to council staff and schools on the various communication platforms.
- Monitor effectiveness of the health and safety activities by carrying out structured audits of all Council Services and make recommendations to appropriate Managers.
- To plan and review health and safety training provision and assist in the specification, monitoring and evaluation of the quality of training delivered by external providers.
- To provide regular reports upon health and safety performance, including analysis and monitoring of trends in accident statistics.
- To performance manage and direct allocated staff, ensuring they deliver agreed outcomes on time, within budget and in line with service priorities.
- To actively identify and promote ways of generating income from sources outside the Council, developing the necessary processes and any commercial packages, products and services required in response to the needs of customers.
- To manage the relevant budget ensuring compliance with the Council's financial and procurement rules and procedures.
- To influence and work in partnership with key stakeholders contributing towards the achievement of business objectives.
- To undertake any other duties, commensurate with the job grade, that may arise, as required.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- NEBOSH Diploma or equivalent

Your essential skills, knowledge and experience

- Substantial Health and Safety experience in a large organisation
- Proven experience in the development of health and safety strategies and policies
- Experience of managing financial and staff resources of a health and safety function in a large organisation
- Extensive knowledge of Health and Safety legislation
- Detailed knowledge of the Health and Safety at Work Act
- Flexibility and commitment to continuous improvement
- Ability to identify and promote ways of generating income from sources outside the Council, developing the necessary processes and any commercial products required.
- Ability to monitor and control expenditure and income streams.
- Ability to influence and negotiate at all levels, including at a senior level
- Good organisational skills, with an ability to prioritise
- Ability to write, interpret and present reports
- Ability to manage people and to build, maintain and motivate teams using performance management skills to drive performance
- Good interpersonal skills, with an ability to form and manage effective working relationships
- Ability to think and communicate clearly, orally and in writing
- Ability to work under pressure and to meet deadlines
- Presentation skills
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

