

Health, Safety and Wellbeing Manager

Grade 12

About the Service

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens.

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

The Health, Safety and Wellbeing Service support the county council, Staffordshire schools and partnership arrangements with the view to ensure high standards of health, safety and wellbeing are maintained. The service also operates a traded function supporting schools and academies across Staffordshire and wider midlands area.

About the role

There are three Health, Safety & Wellbeing Manager positions that will manage and operate the key functions of the Health, Safety & Wellbeing Service. Each will take a lead for delivery and traded management of aspects of our service delivery, as well as leading for our service outcomes and approach. Coaching and mentoring professional staff to deliver for customers and improving standards. Working on projects to enhance the service products and offer to business areas and our wider customers. The duties within each role will be the same, however the areas of the business supported, or the services manage may change. The roles will be flexible to allow for changes to service areas/projects

supporting in emergency situations and when complex projects or significant transformation requirements arise.

Reporting Relationships

Responsible to: Head of Health, Safety and Wellbeing

Responsible for: Health and Safety Advisors, Design and Technology Support Engineers, Health and Safety Support Officer.

Key Accountabilities:

- Lead and develop a team of Health and Safety Advisers, Design and Technology Support Engineers and the Health & Safety Support Officer on all aspects of advice, guidance and business support activities to ensure they deliver a customer focused, modern and professional service.
- Provide advice, challenge and support to managers at all levels including Senior and Wider Leadership Teams across the full range of County Council services, as well as School Leaders and Governors on complex issues, legal cases, serious incidents, enforcement action and emergency situations. This in order to ensure provision of competent advice and support risk management.
- Provide expert, professional and ethical health, safety and wellbeing advice in business partnering approach to support senior managers and customer leadership teams to identify and implement effective improvement/transformation plans.
- Ensure consistency of advice, guidance, and general work through engaging in a peer challenge approach, mentoring, coaching, supervision and other techniques to ensure quality and consistency of service.
- Interpret and assess current and future health and safety law. Develop and implement health, safety and wellbeing policies, operating procedures, management tools and initiatives to ensure legislative and regulatory compliance and to support the achievement of organisational/customer objectives.
- Collect, collate, analyse and interpret accident/incident, audit and absence data and other health and safety

insight/ information to monitor compliance, manage performance, develop insights and identify opportunities for continuous improvement.

- Identify, develop and deliver learning and development opportunities on health and safety and wellbeing related topics to ensure managers have the required knowledge, skills and understanding of key policies and processes.
- Lead on the operational management of traded activity to ensure quality of service, commercial benefits, promotional activity, pricing strategy and traded growth. Monitoring delivery standards, income, customer satisfaction and contract management activities. Supporting the Head of Health, Safety and Wellbeing to maintain a £1 million traded income target.
- Emergency management – to take on a lead role within the councils emergency response arrangements to support the local resilience arrangements and support health and safety or other emergency roles to Incident Management Teams. Act key point of technical knowledge as needed in an emergency on technical matter/provision of technical advice and guidance.
- Build and develop strong and effective relationships with partners and customers to ensure that information is shared as appropriate enabling all partners to discharge their roles effectively. Working with partners (internally and external such as NHS, Local Resilience Forum, UKHSA, , DHSC, DFE, HSE and other enforcement bodies) to support effective management of risk.
- Keep abreast of local and national drivers/changes, future regulations and law that may impact health, safety and wellbeing activity, ensure best practice and cutting-edge service is delivered.
- Manage and empower the professional colleagues to ensure objectives and outputs are met in line with Service Level/Delivery Agreements and other contracts.
- Proactively contribute to the development of innovative and developmental projects or initiative's to improve engagement, governance or improve health, safety and wellbeing standards.

Person Specification

Qualifications/Professional membership

- Educated to a degree level
- Hold NEBOSH Diploma in Occupational Health and Safety (or recognised equivalent which meets IOSH corporate membership requirements).
- Corporate membership of IOSH or equivalent other professional registration.
- Evidence of continuing professional development, CPD, through training, research-based practice and expansion of knowledge and experience.

Knowledge and Experience

- Knowledge and understanding of health and safety legislation, British Standards, Approved Codes of Practice etc.
- Significant leadership and management experience with a proven track record of leading and managing professional advisors as well as complex issues/ transformation projects within a complex environment.
- Significant experience of applying business design and project management principles to deliver change effectively.
- Substantial experience of creating and maintaining effective and influential networks that work collaboratively to shape and deliver better health, safety & Wellbeing outcomes.
- A demonstrable understanding of the political context of service delivery and its challenges in the public sector ensuring effective support to Elected Members

Skills

- Able to influence, negotiate and persuade on complex, confidential and sensitive issues.
- Confident communicator face to face, verbally and via email with stakeholders at all levels within and outside the local authority
- Able to work in a fast paced, changing environment including emergency situations.
- Adept at working in ambiguity and working on own initiative.
- Effective and values led leadership style that inspires, motivates and empowers.
- Effective inter-personal skills that build momentum and trust.
- A team player with a strong can-do attitude with a focus on delivery.
- Highly developed written skills to produce complex letters and reports.

- Ability to probe, absorb and analyse information quickly including frequently switching between tasks

**This post is designated as a casual car user
The content of this Job Description and Person Specification
will be reviewed on a regular basis.**