



Job Description & Person Specification

Job Title:	Health & Safety Manager (Maintenance and Construction)	Job Reference:	
Service:	Estates and Economic Development		
Location:	Andover	Grade:	8
Reports to:	Principal Building Surveyor		
Date:	September 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<p>To manage Health & Safety procedures and records for the Estates & Economic Development Service and ensure compliance with relevant Health & Safety legislation and guidance.</p> <p>To assist Estates & Economic Development staff with risk assessments, method statements, site monitoring and inspection records relating to maintenance and construction projects carried out by in-house staff and external contractors.</p>			
Main responsibilities and duties			
<ol style="list-style-type: none">1. Develop, co-ordinate and implement departmental Health and Safety strategies, policies and guidance in line with current best practice and legislation.2. Complete, review and update risk assessments and method statements in conjunction with the relevant project manager or staff member. Review risk assessments and method statements produced by external consultants and contractors to ensure these are fit for purpose.3. Undertake site inspections and safety audits. Monitor work undertaken by Council staff and external contractors to ensure all work is undertaken safely, including the completion of accident report forms and RIDDOR reporting, as necessary. Exercise authority to stop work which is not being undertaken safely and report to HSE as necessary, whether undertaken by Council staff or by external contractors. Advise on and assist with the steps necessary to resume safe working as quickly as possible.			

4. Inspect buildings and sites for which the Council is responsible on a quarterly basis to ensure health and safety risks are properly managed.
5. Assist managers with the provision of appropriate specialist staff training (e.g. the use of boom lifts) and inform managers and staff of changes to relevant health and safety guidance and legislation. Deliver in-house training on Health & Safety issues including regular Toolbox talks for the Building Maintenance Team.
6. Attend regular meetings with project managers to advise on health and safety issues relating to maintenance and construction projects and resolve issues that arise.
7. Brief senior management and councillors on H&S issues relating to construction.
8. Undertake accident investigations.
9. Undertake specialist inspections and provide certification in accordance with relevant training (e.g. scaffold inspections, harness inspections).
10. To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

None

Resources

Health & Safety advice relates to maintenance and construction work with a total value of approximately £2 million per year.

Contacts and relationships

Reports directly to the Principal Building Surveyor, discussing workload and progress on a regular basis.

Regular contact with staff, statutory agencies, external contractors and tenants.

Liaise with the Council's Health & Safety Officer, helping to shape the Corporate Health & Safety Policy.

Preparing H&S reports for Senior Management Team (Chief Executive and Corporate Directors)/Operational Management Team (SMT and Heads of Service) relating to the Council's land and buildings.

Working environment

- This role is based at the Beech Hurst offices, requiring regular site visits to conduct risk assessments, inspections, etc.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL/ DESIRABLE
Educational and professional qualifications	
NEBOSH Construction Certificate as a minimum.	E
Minimum Technical Member of IOSH.	E
A degree or diploma qualification in one or more of the following disciplines is also required: <ul style="list-style-type: none"> • Architecture; • Building construction/surveying; • Building services; • Engineering. 	E
Knowledge	
A sound knowledge of current Health & Safety issues, and the current regulations and legislation governing building maintenance and construction work and the use of buildings and land.	E
Knowledge of how cyclical and reactive maintenance work is undertaken.	E
Knowledge of how building projects are managed and particularly the application of the Construction (Design & Management) Regulations 2015.	E
Good understanding of building construction and building services (including deleterious and hazardous building materials and construction risks and hazards)	E
Knowledge of Health & Safety legislation, regulations and relevant approved codes of practice relating to the construction industry.	E

Experience	
Experience gained in a similar role elsewhere or from providing consultancy advice.	E
Experience of undertaking risk assessments and preparing method statements for maintenance and construction work-	E
Key skills	
<p>Effective organisation and administration skills.</p> <p>Numerical skills.</p> <p>Effective communication skills to be able to present a case briefly and logically.</p> <p>Influencing and negotiating skills to motivate various colleagues to work towards a common goal.</p> <p>Project management skills.</p> <p>A driving licence and regular access to a vehicle – this will be necessary as the role will often involve travelling to different sites owned by the Council in Test Valley and further afield, and to attend meetings with consultants, suppliers, contractors and energy advisers.</p>	
Personal qualities and behaviours	
<p>Confidence</p> <p>Potential to stimulate and manage change</p> <p>The ability to establish effective networks both within and outside the organisation</p> <p>Ability to educate and train other managers/staff</p>	
Other Factors	
<p>Essential Car User Allowance</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.