



Health and Safety Manager - Shared and Traded HR Services

Directorate : Corporate and Commercial

Permanent role, based in Kingston and Sutton

Grade J

Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs managers who thrive in a networked organisation and who can provide strong operational leadership.

The role reports directly to the Head of HR Shared and Traded Services.

Shared HR & OD Service

HR & OD are moving towards a customer focused organisational development structure, with an operating model that gets the basics right through streamlining and automation, whilst adding real strategic value where and when it counts.

Our existing shared service between Kingston and Sutton Councils provides HR and Organisational Development services to both Councils and trades services with 7 external customers and over 200 schools across 4 councils.

Job Summary

To work as part of the HR & OD Service and supporting the HR Shared and Traded Services and Head of Organisational Development to ensure that Kingston and Sutton Councils adhere to their Health & Safety obligations

To provide leadership for an advisory, support and training service to all corporate services and maintained schools to enable them to comply with appropriate council policies and procedures, where appropriate and to achieve the aims of each council's strategic direction and aims.

To ensure that adequate training is provided by the team with support from Learning & Development & Employee Experience colleagues.

To manage and provide an advisory consultancy service, with Service Level Agreement, to external traded services organisations including academy schools, to enable them to be compliant with Health & Safety requirements.

To identify the need for Health & Safety interventions and to provide or commission advice, support and enhanced solutions, as appropriate.

To provide challenge and support to the lead area, to actively contribute in achieving objectives within the service plan and those of the wider agenda.

To lead on organisational development projects, both Directorate and Council wide, including identification of need through to design, development and implementation.

To be an active member of the respective service area DMTs etc (where applicable). To actively participate in Directorate DMTs and groups e.g. Health and Safety group, Corporate Equality & Diversity group where required.

Ensure that all Health & Safety Consultants will be flexible to work in any area of the OD Services as required by the needs of the service to ensure best use of resources.

Under direction of the Head of HR Shared and Traded Services have lead responsibility for overseeing Health & Safety objectives as required

Key activities

Leadership

- Provides inspirational and constructive leadership to the team to ensure high performance within a networked operating model
- Facilitates change and innovation, building a team culture that encourages innovative, smart and collaborative working
- Listens to, and works with colleagues to develop team goals in line with corporate strategy, and influences and motivates others to achieve this

Commissioning and Performance Management

- Commissions services and activities to secure the best outcomes for service users and deliver optimum value for money, in line with the Council's commissioning and contract management frameworks
- Translates internal and external intelligence in order to continually adapt and improve the services in line with demand
- Manages the performance of the team, working with colleagues to define outcomes, set targets and monitor performance, within a culture of continual improvement
- Develops operational plans to ensure that the resources within the teams are used to best effect and impact
- Ensures that the best use is made of financial resources and achieves balanced budgets and income and savings targets, as required.

Customers and Partners

- Builds strong working partnerships across the public, private and voluntary sectors to enable the service to be delivered in an outcome-focused and efficient way
- Promotes community cohesion and Kingston's commitment to valuing diversity, ensuring the development and implementation of effective social inclusion

Digital/New Ways of Working

- Continually looks for ways to improve and modernise our service to customers, including developing and implementing digital/automated processes and eliminating paper wherever possible.
- Champions the use of new technologies, particularly Google, to enable modern working practices to thrive.

Delivery

- Provide leadership to the Health & Safety Team, managing performance, delegating responsibilities and contributing to their continued professional development
- Prioritise and allocate workload to team members, responding quickly to operational requirements and reprioritise as necessary to meet health & safety obligations
- Contribute to the ongoing development and improvement of the overall HR & OD Shared Service, particularly with a focus on Health & Safety

- To build strong professional relationships between H&S team and other teams across RBK, LBS, AfC, Schools and other customers as well as internally
- Manage relationships with HR & OD colleagues to ensure a 'joined up' approach to H&S is provided to meet the needs of its customers
- Responsible for dealing with day to day issues and escalating to heads of service more complex or consistent issues
- Manage relationships with key external partners and contractors
- Apply effective budget management techniques to achieve maximum value for money from relevant H&S budgets, including generating income streams and preventing overspend.
- Working closely with the Head of HR Shared and Traded Services, Head of Organisational Development and Assistant Directors - HR & OD in identifying commercial opportunities to promote the H&S offer

Health & Safety

- Provide health and safety advice, guidance and support to all managers and employees of Kingston and Sutton Councils in relation to health and safety matters, in line with Council policies, procedures and current health and safety legislation
- Promote best practice and ensures compliance with responsibilities imposed by health and safety legislation and acts as a competent advisor to managers, headteachers and external clients
- Identify solutions that are cost effective and appropriate to the health and safety risk
- Formulation, communication, implementation and review of Kingston and Sutton Councils Health and Safety policies, procedures and strategies and ensure that these are promoted on the intranet and internet sites
- Assist headteachers and governors in developing specific arrangements to meet statutory requirements/best practice for schools (ie design and technology, science, CLEAPPS, playgrounds, educational visits)
- Ensure relevant information regarding statutory building compliance is provided to Head of Property and Directors of Children's Services to assist in the monitoring of H&S performance of community schools
- Contribute to the selection of competent and suitable contractors as part of the H&S assessment process for major procurement projects
- Ensure there are arrangements for consultation with TUs and other representatives at committees both for Kingston and Sutton
- Develop and deliver comprehensive health and safety training programmes, workshops and briefings to raise awareness, build skills and knowledge and support the implementation of policy initiatives as required
- Lead on the commissioning of external advisers where required to support the H&S function (eg educational visits, inspections of playgrounds and other specialists inspections and assessments) where required
- Participate in a programme of audits across all areas of Kingston and Sutton Councils activities, including schools to an agreed programme with the Head of HR Shared and Traded Services and/or Senior HRBPs
- Support the Head of HR Shared and Traded Services in the promotion of a consistent approach to the management of Health and Safety across Kingston and Sutton Councils through the development of consistent policies, guidelines and audit criteria which will assist staff in complying with Council standards and statutory requirements including change management processes
- Ensure that there is suitable accident reporting system in place which is well promoted and allows employees to report injuries and accidents arising at work
- Fulfil the Radiation Protection Officer for both boroughs maintaining a central register of radioactive sources held in schools, making relevant notifications to the HSE of first use or subsequent significant changes and ensuring that audits address compliance with requirements, liaising with the RPA

- Lead on accident and incident investigations providing technical guidance where required
- Ensure there is a suitable system for recording details of potentially violent individuals which meet with the requirements of the Data Protection Act and is accessible to staff and partner organisations
- Analytically evaluate accidents and incident reports to reach root causes. This may involve investigating scenes of accidents, interviewing witnesses and providing recommendations for action and preventing recurrences. To provide judgements on the facts in sometimes difficult circumstances
- Ensure there is appropriate guidance and documentation eg template risk assessments, to assist managers in developing and reviewing local risk assessments
- Develop effective proactive working relationships with managers, headteachers and the representatives of the staff side organisations which will promote health and safety and wellbeing at work, liaising with the Learning & Development and Employee Experience colleagues
- Liaise with enforcement authorities on behalf of Kingston and Sutton Councils, and where required clients, including attending visit where appropriate

Fire Safety, Legionella Control and Management of Asbestos

- Liaise with the facilities management provider to ensure there is a programme of monitoring statutory inspections of asbestos, gas, water and electricity. Where schools do not participate in the service provided through each Council to confirm the existence of equally effective arrangements and ensure information is included in audits
- Ensure there are reporting arrangements where deficiencies are identified in order for remedial action to be taken

Commissioning and Procurement

- Contribute to the selection of competent and suitable contractors as part of the Health & Safety assessment process for routine and major procurement projects where required
- Assist commissioners, including schools with process mapping to determine Health & Safety standards throughout the life of contracts
- Assist commissioners with setting the Health & Safety KPIs for contracts which are specific and relevant to the risk level of the activity

Communication and Consultation

- Lead on the organisation of the Health & Safety Committee, Sutton Joint Health & Safety Committee and the Health & Safety meeting for schools to ensure Kingston and Sutton Councils are able to meet statutory obligations for consultation in relation to Health & safety at work
- Encourage and actively engage in positive cross-communications and team working across the whole HR & OD Service
- Promote external clients, including academies to use the Health & Safety service in line with current Service Level Agreements
- Communicate clearly and appropriately with colleagues, managers and staff at all levels
- Seek, listen to and respond to the views and ideas of staff and customers

Performance

- Has high performance expectations that are transferred into clear measurable targets
- Continually monitors performance against targets and service levels and communicates this to others

- Consistently achieves performance targets and celebrates success with the team

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of team management and service delivery

Corporate responsibilities

Kingston Council requires managers to undertake and support a range of important corporate responsibilities including:

- GDPR
- Election duties
- Emergency planning and business continuity
- Engagement & Collaboration
- Health and Safety
- Safeguarding – protection of vulnerable adults and children
- Volunteering/social impact
- Complaints handling and investigation

NB. The requirements of this post could include attending meetings and other events outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Have strong leadership skills, modelling a performance culture and constructively building achievement, confidence and skills in others
- Question and challenge conventional thinking, with a continual eye on the bigger picture in terms of the corporate context and external environment
- Role model agility and adaptability in mindset and ways of working
- Work successfully with key stakeholders including Members, residents, businesses, communities, partner organisations and other public services
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate a high level of innovation and creativity.

Our leadership competencies

Leadership

- Ability to demonstrate successful leadership and build a strong, capable and highly motivated team

Partnering for Excellence

- Ability to apply commercial judgement to make decisions that will deliver cost efficient and effective results for Kingston Council and the Kingston community

Communication and Influencing

- An ability to understand and respond to the evolving economic and social environment within which Kingston Council operates
- Seeks, listens to and responds to the views and ideas of staff and customers
- Keeps staff informed of information that affects them

Putting the Customer First

- Demonstrate a strong commitment to service excellence, customer care and continuous improvement

- Identify and understand the needs of both internal and external customers by providing excellent customer service in all areas of Council business

Being the Best

- Support performance improvement by challenging the status quo and providing enough scope for staff to experiment with new or innovative solutions

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

- Supportive of trying new ideas, with the courage to change direction.
- Transparent and connected in all that we think, say and do.
- Appreciative of each other, recognising and celebrating success.
- Respectful of difference and valuing diversity

Person Specification

Criteria (Essential)	Assessment By		
	Application	Interview	Test
Knowledge and Experience			
Substantial Health & Safety experience of working in a large and complex shared services environment	X	X	
Experience of delivering, successful health & safety interventions to large, medium and small teams/groups to a wide audience at all levels	X	X	X
Proven experience of working at senior practitioner level within a Health & Safety context	X	X	
Demonstrate post qualifying experience of providing Health & Safety at strategic and operational levels	X	X	
Experience of working within a commercial environment	X	X	
Experience of the strategic objectives of an organisation and how they relate to the Health & Safety within an OD function	X	X	
Significant experience of advising and supporting all levels of management and staff on all disciplines relating to Health & Safety	X	X	
Influencing, building and sustaining relationships in order to achieve results	X	X	
Proven experience of delivering successful OD and Council wide projects and supporting organisational change	X	X	
Experience of assisting and advising managers on Health & Safety who are going through change and service redesign with an understanding of the business and implications involved	X	X	
Thorough knowledge of Health & Safety legislation and experience of interpreting this to support the business	X	X	
Experience of carrying out investigations and assessments	X	X	
Experience of working in a highly unionised environment	X	X	
Excellent working knowledge of relevant legislation and statutory guidance	X	X	
Experience of developing a vision, shared plans and goals for the team and motivates, inspires team members to achieve them		X	

Qualifications/Training			
Hold a recognised Diploma in Occupational Health & Safety Qualification eg NEBOSH or equivalent	X	X	
Hold or be working towards a Fire Safety Qualification, for example, NEBOSH National Certificate in Fire Safety and Risk Management or equivalent	X	X	
Chartered Membership of IOSH is desirable	X	X	
Demonstrate up to date CPD including reading, research and training along with a commitment to personal and professional development.	X	X	
Evidence of continuous professional development.	X	X	

Practical Skills			
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Skills and Personal Attributes			
Good facilitation skills	X	X	X
Detailed knowledge and understanding of Health & Safety legislation and policies and procedures with the ability to translate this understanding into policy	X	X	X
Ability to build strong relationships	X	X	X
Commercial awareness	X	X	X
Experience of design of Learning and Development interventions with regards to Health & Safety	X	X	
Ability to understand the meaning of diversity and promote equality	X	X	X
Exceptional analytical skills – ability to not only accurately analyse and interpret data but to identify trends and translate this to effectively provide advice and make decisions on all OD related issues	X	X	X
Strong verbal, written and reasoning skills including the ability to produce clear and concise documents, to present reports and brief/train stakeholders at all levels	X	X	X
Highly developed negotiation and influencing skills	X	X	X
A broad understanding of the Public Sector and the challenges faced by local authorities	X	X	X
Ability to work quickly, accurately and to tight deadlines, managing various investigations and projects across a range of related subjects	X	X	X

Personal Qualities and Attributes			
A knowledge of Equality, Inclusion & Diversity issues	X	X	
Ability to anticipate and understand challenges and opportunities	X	X	
The desire to drive change to support the transformation of the councils	X	X	
Ability to understand, interpret and apply Health & Safety legislation for use in the councils	X	X	
High level problem solving with the ability to balance risks and make decisions	X	X	
Highly developed organisational skills with the ability to identify and manage workloads and deadlines including those whose output you may have responsibility for	X	X	
Flexible and adaptable to work across the Directorates as required	X	X	
High level customer service skills with a business solution focus	X	X	
Excellent interpersonal skills and in particular the ability to negotiate and influence by expressing ideas and views effectively at all levels	X	X	
Forward thinking, innovative and creative, prepared to consider different approaches; solution focused	X	X	
Willing to be accountable – for own achievements and the delivery of objectives	X	X	
IT literate in line with the requirements of the role and understanding of maximising digital technology to benefit organisations	X	X	
Political sensitivity and awareness of local government and political issues	X	X	

Special Conditions

Working at Kingston and Sutton councils is required.
Working outside designated hours may be required.
