

## JOB DESCRIPTION FORM

**Job Title:** Head of Service – Health and Safety  
**Job Holder:** \_\_\_\_\_  
**Reports to:** Service Director – Commercial, Property & Asset Management  
**(Name & Title)** \_\_\_\_\_

### 1. Job Purpose:

Acting as the lead professional on all Health and Safety matters including setting the strategic direction and related objectives for Health and Safety, providing leadership to the team and to positively influence and embed the Health and Safety agenda across the council.

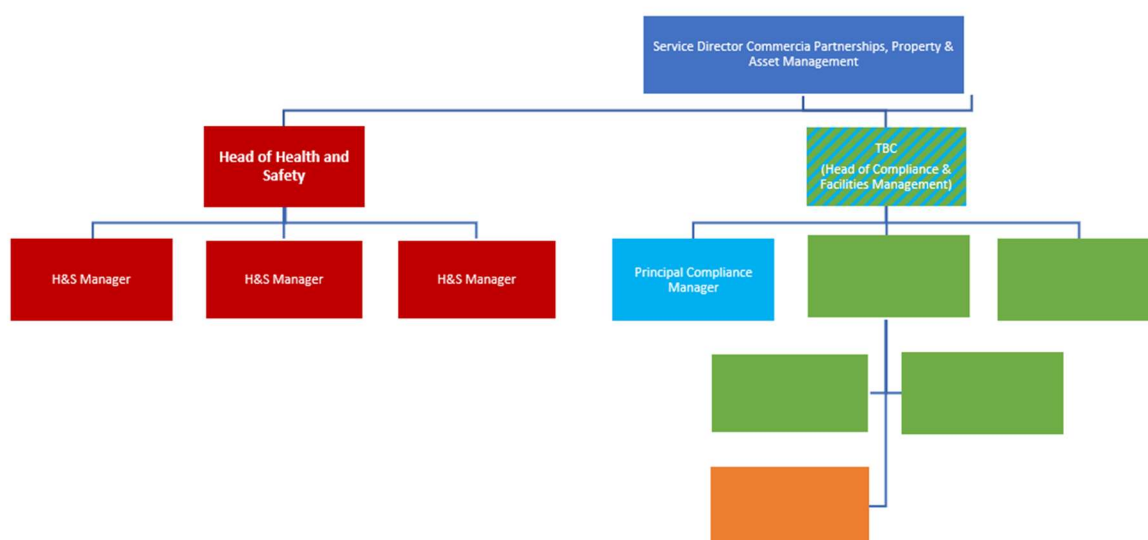
Ensuring services are delivered in a suitable and safe working environment for occupiers and users of all Council buildings and service provisions in accordance with statutory requirements and good practice while delivering the Council's political, strategic, and operational business priorities.

This post is responsible for a range of Council services that includes, but is not limited to:

- Work with the *health and safety responsible director* to develop the strategic direction and related objectives for health, safety and wellbeing that will be implemented across the Council. This strategic direction will support the delivery of the organisational plan and service's strategic plan, relevant legislation and best practice from within and outside of the sector.
- Provide professional leadership to an efficient and effective service and to positively influence and embed the Health and Safety agenda across the Council including traded entities and commercial partners.
- As the head of profession take a leading role by working in partnership with colleagues and stakeholders, to ensure a consistent, professional and positive approach to the management of health, safety and wellbeing, and to promote and engender appropriate culture change and organisation development.
- Be responsible for ensuring a robust occupational health, safety and wellbeing management system is implemented and that policies, standards and procedures are compliant with legislation.
- Be responsible for developing and continually reviewing the Health, Safety, and Wellbeing Policy.
- Be responsible for ensuring effective health, safety and wellbeing management and performance across the Council by reviewing and assessing the Health and Safety auditing process, making recommendations where appropriate and advising on changes to practice as necessary.
- Take lead responsibility for timely communications with staff at all levels of the organisation to promote improved health, safety and wellbeing management.

- Lead on the preparation for the responsible director to present the annual health, safety and wellbeing report to the relevant committee.
- Monitor and assess health and safety performance against the relevant performance indicators as outlined in delivery plans, including compliance with legislation and work with the principal managers to ensure that key targets as outlined in the annual report are met.
- Be responsible for overseeing and influencing the organisational Health and Safety training needs, procurement, delivery, analysis and evaluation, to meet legislation and the delivery of the Health and Safety agenda.
- Ensure that clear targets, benchmarks and objectives are set for the delivery of a proactive, sustained, measurable, approach to health, safety and wellbeing management in Peterborough City Council.
- Present high quality, professional, concise and accurate Health and Safety information, statistics and business case reports to managers and councillors.

## 2. Organisation: **Subject to change**



## 3. Leadership and collaboration:

Demonstrates compassionate and inclusive leadership through the line management of services for whom the post is accountable and provides strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents.

Demonstrates strong contract and performance management skills in managing third party suppliers.

Actively understand the challenges faced by colleagues across the organisation to be able to support the delivery of corporate objectives.

Actively promote and role model the council's priorities and ways of working, values and behaviours to ensure they are delivered throughout the service.

Develop and implement effective communication and engagement arrangements with all stakeholders to facilitate effective relationships that drive improvements in service delivery.

#### **4. Governance:**

Understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate.

Support the democratic process, providing advice to elected members on the appropriate response to local and regional matters as well as the internal business of the Council.

Champion effective management of risk and the active response to audit findings in relation to service delivery. Be jointly accountable with others in the Directorate for the local risk register and any aspects of the corporate risk register and corporate risk framework of the Council relevant to services areas that the postholder is accountable for.

Ensure that teams under the postholders sphere of influence fulfil their duties in relation to standards, complaints and scrutiny, maintaining an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

Promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

#### **5. Innovation:**

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.

#### **6 Equality, Diversity and Inclusion:**

Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act, at all times, in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

## **7. Finance:**

The Head of Service H&S is responsible for managing the service budget within the allocated cash limits, the provision of timely forecasts and projections for budgetary control purposes and for taking appropriate action if and when significant variances are identified.

The post holder will:

- continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery
- ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate

## **8 Staff:**

The postholder will be responsible for a workforce of 3 senior H&S Professionals but with wider responsibility for ensuring the safety for all staff and training requirements of Directors on H&S matters.

## **9. Principle areas of accountability:**

- Ensure the Council's are demonstrably compliant with the relevant H&S legislation
- Represent the Council, set the agenda for delivery partners and ensure effective management of resources (within budget), ensure delivery of corporate priorities and client requirements
- To deputise for the Service Director as required
- Responsible for the leadership of those functions that are set within the direction of this post
- Promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner
- Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Cabinet, Scrutiny, all elected Members, as well as to other stakeholders
- Sustain and improve the overall reputation of the Council and act in the best interests of Peterborough through effective representation locally, regionally and/or nationally
- Ensure clear strategic direction with coherence between functions and responsibilities, established through service and organisational plans and within the resources allocated with the aim of achieving business objectives, enabling

transformation and delivering performance improvements across the Council's H&S service

- Support the Service Director to ensure that the Council's statutory obligations relating to H&S services are met, and to support Executive Directors to ensure that the Council's assets support service delivery of the Council's priorities, within the budgetary framework
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Service Director

#### 10. Areas of responsibility:

The post holder will be responsible for the following service areas:

- Health and Safety
- Setting and ensuring demonstrable adherence to the Health and Safety Policy
- Ensuring third party suppliers and joint venture companies deliver services in accordance with Health and Safety legislation

#### 11. Key relationships:

Manager (Service Director)

- 1:1 meetings with the Service Director
- Service Management Team meetings
- Annual performance conversation and mid-year review.
- Regular e-mail, telephone and personal contact and ad hoc meetings as required

Direct reports

- 1:1 meetings
- Service management team meeting fortnightly
- Regular e-mail, telephone, personal contact and ad hoc meetings as required

Other contacts

- Frequent contact from elected members, including out of normal working hours.
- Frequent requests for advice on a range of issues from officers across the Council (including outside normal working hours where necessary)
- Elected Members: contact as and when required, including:
  - Cabinet Members
  - Committee Chairs and Vice Chairs
  - Group Leaders and Spokespersons
  - Local Ward Members
- Attendance at Cabinet Policy Forums, Chairs and Vice Chairs and other meetings requested by the Service Director
- Attendance at Scrutiny Committee meetings as and when required
- Contacts with Local Government Association and Government Departments on property related matters
- Occasional contact with MPs on issues affecting them or their constituents.
- Representing the authority at external local and national events
- Contact with statutory, independent, voluntary and private sector organisations

## 12. Decision Making Authority:

Delegations subject to review

## 13. Person Specification:

### Knowledge / Experience:

Significant and successful experience of:

- Substantial experience of managing health and safety matters in large, complex organisations including in Local Government.
- Setting and delivering H&S policies as well as providing an auditing and management framework to ensure demonstrable compliance.
- Leading the delivery of Health and Safety services with competing priorities and demands
- Experience of successfully leading and influencing high performing teams.
- Proven ability to influence strategic management decisions.
- Effective communication skills with managers and partners at all levels.
- Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile
- Experience of working with trade unions and staff representatives
- Demonstrated evidence of service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform
- Proven ability to explore organisational, service and customer's needs, adapt the service and set customer expectations.
- Ability to research and solve problems using initiative and creativity and proposing both practical and innovative solutions.
- Providing balanced corporate advice and guidance in a political setting
- Experience of working effectively in a political environment and of winning the confidence of elected members
- Leading and contributing to decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture
- Delivering creative and innovative solutions to improve the planning and use of resources effectively and achieve value for money across an organisation
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives
- Experience in managing and evaluating external contracts and service level agreements.
- Evidence of successfully delivering quality assured outcomes, utilising a performance management framework in property related functions

- Evidence of a pragmatic commercial approach in achieving outcomes, whilst having regard to constraints of the local government business environment
- Project and programme management experience, including successfully specifying and overseeing delivery of a wide range of property projects within a complex, political, multi discipline, multi-cultural environment
- Evidence of successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint strategies for delivery of property related services or activity
- Experience of the preparation, management and control of budgets in a relevant service area ensuring prioritising and targeting of resources to achieve maximum value for money and income generation
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes

**Skills:****Ability to demonstrate:**

- Understanding of the current issues and challenges facing local government as well as the statutory framework governing the post responsibilities
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment
- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on always obtaining best value for money balanced, against the difficult and sensitive challenges faced
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills
- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills
- Ability to establish and sustain positive relationships that generate confidence, ability and trust
- Influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally

**Role specific:**

- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community
- Excellent management and leadership skills, which encourage commitment from others and promote a positive, motivated service culture
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact



- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership and directorate issues
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture
- Ability to use information technology to improve service delivery and reduce costs

#### **Personal Effectiveness:**

Ability to demonstrate:

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners and external stakeholders
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges

#### **Essential qualification:**

- Health and Safety services Chartered Member of the Institute of Occupational Safety and Health.
- NEBOSH Diploma or equivalent.

#### **Desirable qualification:**

- A relevant and recognised management qualification is desirable

### **14. Additional Information:**

#### **Political Restriction**

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.



**SIGNATURES:**

After reviewing the questionnaire sign it to confirm its accuracy

**JOB HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LINE MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

