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| **Oxford City Council** Building a world class city for everyone | [Home](http://occweb/intranet/) |
| Role Profiles | |

# Role information

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| Job Title | Health and Safety Compliance Manager | Post Number | 05818 |
| Position type | Permanent | Hours | 37 per week |
| Grade and Salary Range | G10: £48,752 to £51,544 per annum | | |
| Location | Oxford | | |
| Service Area / Directorate | **Housing Services** | | |
| Responsible To | Property Services Manager | No. of employees | 5 |
| Budget (£) | Revenue Budgets Circa £3m capital and revenue | Assets | Housing and Corporate Buildings |
| Rehabilitation of Offenders Act 1974 | Not Exempt | Additional Screening | N/A |
| Candidate Screening | **Not required** | | |
| Political Restriction | **This post is not politically sensitive** | | |

# Role purpose

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| * To be the primary lead for ensuring overall compliance of our Housing and Corporate Property with all property related health and safety legislation. * To develop, establish and project manage the delivery of Health and Safety systems and initiatives for the housing and Corporate property portfolios. Delivering key quality standards to provide a seamless Health and Safety service across all OCC Properties through effective communication and engagement of key internal and external partners. * To provide leadership and clear direction to engage Health and Safety surveyors, and an Adviser in utilising their own knowledge and skills in achieving agreed performance quality targets and shared goals whilst meeting professional health and safety legislative standards. |

# Role responsibilities and main duties

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| * To lead, plan and manage, full compliance across OCC housing Services residential and corporate buildings with key partners ensuring full alignment in line with Health and Safety legislative requirements. * Project Manage and work in partnership with corporate H&S and our in house contractor Oxford Direct Services H&S teams to inform of any changes in legislation, making recommendations and utilising problem solving techniques to embed key legislation practices.   **Service Delivery and Customer Focus:**   * Contribute to the preparation, management and monitoring of the Housing Services Service Plan, focussing on the continuous improvement of the services in the job portfolio. * Ensure all OCC services and partners are fully compliant with Health and Safety legislation, the Council’s Health and Safety Policy and all locally agreed safety policies and advice. To ensure appropriate strategies, policies and plans are in place to deliver the overall compliance objective. * To lead and act as a coach in helping successful partnership working to ensure the delivery of high performance and excellent customer service. * Chair regular contract meetings with Oxford Direct Services and other internal and external suppliers to manage performance, and identify gaps and learning required to maintain good working practices and relations. * Produce, review and update relevant Health and Safety strategy and policy in the service areas of the job portfolio; lead and coordinate working groups as appropriate through effective communication, consultation and partnering skills. Ensuring that policies, processes and procedures are up to date and compliant with service, legislative and corporate requirements. * Benchmark and undertake research into data, policies and best practice to develop and continuously improve the Housing Services Health and Safety Strategy, related policies and plans.   **Managing People:**   * Direct line management responsibility for a team of three Health and Safety staff members including recruitment, appraisal and performance monitoring. Maintaining discipline and good employee relations including consulting with trade union representatives as necessary. * Inspiring and motivating staff through effective communication to optimise their skills, contributions and outputs through the delivery of continuous improvement to the delivery of the team and wider service area. Including coaching and training and development in line with service succession planning needs.   **Managing Resources:**   * Budget management responsibility. Planning and reviewing allocated budgets in line with key priorities and spend agreed to ensure achievement of required outcomes. * Changing organisation of the workload of the department as required, allocating responsibilities and adapting delivery methods where necessary in order to achieve best results, within agreed budgets and timescales, identifying, analysing and preparing risk mitigation tactics. * Lead and coach the set up and implementation of systems and processes to monitor performance in all areas of property health and safety, including regular performance reports to track compliance. Defining and measuring success metrics and monitor, evaluate change progress. Taking immediate corrective action where compliance falls below 100% and record action taken. * Periodically review systems and processes to ensure continued effectiveness and work with internal and external auditors to identify gaps in the processes. Liaise with building managers and other third parties to ensure that all H&S records are accurate and up to date. * Present regular compliance reports to a variety of performance management groups, engaging key stakeholders in compliance levels, outlining corrective action that is taking place and involvement of key partners required to deliver success in meeting Health and safety legislative requirements. * Carry out quality control checks. Driving continuous evaluation and review of KPIs in support of quality and Health and Safety requirements. * Lead procurement of external contractors and consultants in line with the Council’s Health and Safety procedures. |

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

# Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

# Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

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| Essential Criteria | A | I | T | D |
| Educated to degree level or equivalent. |  |  |  |  |
| NEBOSH National Diploma in Occupational H&S (or working towards) |  |  |  |  |
| Evidence of continuing professional development |  |  |  |  |
| Knowledge of all health and safety legislation relating to buildings. Including in respect of asbestos regulations, CDM and other relevant H&S requirements**.** Evidence of extensive knowledge of construction related risk assessments and management. |  |  |  |  |
| Experience and good track record of contract management and managing complex projects including project evaluation. Demonstrating familiarity with project management approaches, tools and phases of the project lifecycle. |  |  |  |  |
| Previous managerial experience with a track record of successfully leading and managing adiverseteam. Proven experience of performance management, demonstrating the ability to coach, develop, motivate and inspire delivery of key performance targets. |  |  |  |  |
| Experience of successfully delivering policy/strategy, health and safety development, involving a range of different partners and stakeholders. Demonstrating the power of persuasion and the ability to establish and maintain trust and credibility. |  |  |  |  |
| Experience of successfully developing, managing and monitoring H&S processes and systems. Reporting on H&S and achieving consistent high levels of compliance. Demonstrating excellent analytical and decision making skills and the ability to 'standalone'. |  |  |  |  |
| Effective budget management, procurement and contract management experience. Demonstrating the ability to monitor quality and value for money. |  |  |  |  |
| Experience in carrying out extensive consultation by partnering a diverse range of clients and key stakeholders. Demonstrating the ability to facilitate and work collaboratively by having an understanding of all key issues and challenges to inform effective solutions and high quality cost efficient services. |  |  |  |  |

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| Desirable Criteria | A | I | T | D |
| BOHS P405/P407 managing Asbestos |  |  |  |  |
| Legionella (BS1 Role of the Responsible Person, BS23 Water Systems, WHO 010 Control of Legionella within Water Systems) |  |  |  |  |
| Certified Fire Risk Assessment Training |  |  |  |  |
| Project Management Qualification |  |  |  |  |
| Experience of working in local government. |  |  |  |  |

# Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.