

# Health & Safety Manager Operational Services

## Job Description

### 1. Post Details

<b>Business Unit:</b>	Environmental Services
<b>Post No:</b>	F1205
<b>Working Hours:</b>	37
<b>Grade:</b>	MMA
<b>Work Base:</b>	Chertsey Depot
<b>Prepared / Agreed by</b>	Shaun Barnes
<b>Date:</b>	21/06/2022

### 2. Organisational Relationships

<b>Reports to</b>	Direct Services Operations Manager
<b>Directly Supervises:</b>	N/A
<b>Indirectly Supervises:</b>	N/A

### 3. Purpose of the Job

To ensure that the operational services are compliant with all relevant Health & Safety legislation. To be responsible for all aspects of Health & Safety compliance for waste and recycling services, grounds maintenance, street services and operational functions throughout the Borough of Runnymede.

Reporting directly to the Direct Services Operations Manager, the post holder will lead on shaping continuous training needs, create and review policies and procedures, auditing and creating a safety culture throughout the operations services of the Council.

## 4. Essential Functions and Responsibilities

Responsible for:

- Prepare written reports following the completion of Health and Safety and operational audits and other projects.
- Prepare and deliver all the necessary internal and external training to cover all operational and management training to ensure the continual service delivery of the operational services in accordance with agreed timescales.
- Maintain induction, training and refresher training records for relevant staff
- Review and update Health & Safety policy and procedures
- Prepare and ensure that all risk assessments, method statements, transport management plans and safe working procedures are suitable and sufficient, communicated and delivered across all the waste and street services.
- Undertake RIDDOR investigations, ensuring correct procedures are followed, conclusions and recommendations are based on factual evidence and findings and reports completed within agreed timescales.
- Undertake safety inspections, reporting outcomes and corrective actions across all the operational services undertake.
- Undertake service audits and assist in service reviews across the operational services.
- Assist with health surveillance programmes where requested and continue to help improve occupational health issues across the operational services.
- Continually review systems and procedures employed in the delivery of the Council's operational services and ensure that all staff are aware, and training updated.
- To investigate / review and implement new procedures and training on all instances throughout operational services covering accidents, near misses, work-related ill health and incidents of violence at work; investigate any significant health and safety failures and report on the findings.
- To develop, coordinate, implement and review the annual operational plan for the operational services, incorporating the Council's risk management procedures.
- To produce, prepare, record and deliver COSHH to a wide operational audience within the operational services.

- Assisting in the Council's response to civil emergencies and participate / cover on a duty rota call-out.
- Prepare and deliver training and tool-box sessions covering health and safety across the operational services.
- Work with all levels of staff, building good working relationships through regular site visits and effective communication offering clear and unambiguous guidance on all health and safety matters.
- To continue to develop and maintain a good level of relevant health and safety legislation, initiatives, and industry trends.
- Ensure that all external contractors and internal staff not based at the operational depot are fully trained and follow depot site safety rules and procedures.
- Carrying out any other duties that may be allocated from time to time that are commensurate with the post holder's qualifications and experience
- To attend Health & Safety committees working with other health and safety representatives across the Runnymede council to ensure our responsibilities are met.

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## **General**

***The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.***

# Person Specification

Criteria will be assessed by information given on the application form (A) or at interview (I).

Essential	Assessed by	Desirable	Assessed by
<p><b>Education and training</b></p> <p>Minimum GCSE or equivalent, must include English and Maths</p> <p>NEBOSH General Certificate in occupational health and safety or Level 5 qualification in Health and Safety</p> <p>IOSH Technical Membership Grade</p>	<p>A</p> <p>A/I</p> <p>A/I</p>		
<p><b>Experience &amp; Knowledge</b></p> <p>Proven relatable experience in similar health and safety role.</p> <p>Undertaking health and safety audits</p> <p>Preparing and delivering toolbox talks</p> <p>Carrying out accident investigations including RIDDOR investigations.</p> <p>Experience of preparing and delivery of safety training throughout a diverse operational unit.</p> <p>Prepare and deliver COSHH covering all of waste and street services.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Experience of working within the operations of waste and street services.</p> <p>Experience of working in multi-agency partnerships arrangements</p> <p>Experience of waste management route optimisation software</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Skills / Attributes</b></p> <p>Excellent communication skills both written and verbal. Confident liaising with all levels of the waste and</p>	<p>A/I</p>		

<p>street services operations as well as external contractors.</p> <p>Excellent organisational skills, both written and verbal. Confident liaising with all levels of the business with the ability to influence and persuade.</p> <p>Ability to prepare concise written documents whilst selecting the appropriate tone for the topic and the reader.</p> <p>Ability to communicate effectively (both verbally and in writing) with a wide range of audiences.</p>	<p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>		
<p><b>Personal Qualities</b></p> <p>To be able to take a flexible approach to work suit the needs of the operational services.</p> <p>Ability to work on own initiative as an individual or as a team member.</p>	<p><b>A/I</b></p> <p><b>I</b></p>		

<b>Essential</b>	<b>Assessed by</b>	<b>Desirable</b>	<b>Assessed by</b>
<p><b>Other Requirements</b></p> <p>Full Driving Licence to meet the travel requirements of the role</p>	<p><b>A/I</b></p>	<p>Knowledge of the borough</p>	<p><b>I</b></p>

