






## Job Description: Joint Corporate Health and Safety Manager

Guildford and Waverley are ambitious authorities, committed to being leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	Joint Corporate Health and Safety Manager
<b>Service:</b>	Regulatory Services
<b>Team:</b>	Regulatory Services
<b>Location:</b>	Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR and Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB
<b>Reporting to:</b>	Joint Assistant Director of Regulatory Services/Head of Business Regulation
<b>Responsible for:</b>	Corporate Health & Safety
OUR SHARED ORGANISATIONAL VALUES	
<b>Collaboration</b> 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
<b>Wellbeing</b> 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<b>Trusted</b> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<b>Value for Money</b> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.

<p><b>Professionalism</b></p> 	<p>We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.</p>
<p><b>Principal purpose of the role</b></p>	
<ul style="list-style-type: none"> <li>• To act as the Council's lead professional advisor in relation to Corporate Health and Safety and to manage risk to both councils from matters associated with Corporate Health &amp; Safety;</li> <li>• To have direct line-management responsibility for the Corporate Health and Safety Officer Leads;</li> <li>• To provide health and safety advice to senior management and managers in relation to health and safety legislation and guidance, and its practical application to the workplace;</li> <li>• To lead the Corporate Health and Safety function across both Councils against performance standards helping to ensure that both Councils meet their legal obligations under the Health and Safety at Work etc. Act 1974 and regulations made thereunder in relation to its: employees (including in relation to housing stock, depot and commercial waste operations, commercial assets, the activities of contractors and how these activities impact on persons other than employees, the general public and the environment.</li> <li>• To discharge duties in accordance with the Council's Codes and Policies, Standing Orders and Financial Regulations and to meet personal targets and performance standards on time.</li> <li>• To work with senior management, and managers to develop and promote a positive health and safety culture across both Councils.</li> </ul>	
<p><b>Main duties and accountabilities</b></p>	
<ol style="list-style-type: none"> <li>1. To oversee and coordinate both Council's corporate Health and Safety requirements, including the development, implementation and monitoring of compliance outlined in the Council's the Corporate Health &amp; Safety Policies (NB: the day to day, operational Health and Safety elements are covered by each individual service area).</li> <li>2. To oversee and manage the Council's Health and Safety Governance structure and monitor compliance in all areas of the Council's activities, ensuring all services report on their health and safety compliance standards to the Health and Safety Group.</li> <li>3. To collate and deliver reports on the Councils' overall Health and Safety compliance to the Corporate Leadership Team on a quarterly basis and, where necessary, make recommendations in relation to the report findings.</li> <li>4. To review the management of compliance and testing programmes for the Councils' Housing Stock and Commercial assets to ensure compliance with relevant gas, electrical, legionella and asbestos regulations, and report</li> </ol>	

compliance standards to the Health and Safety Compliance Board/Group at each respective Council on a quarterly basis?.

5. Take a collaborative approach to delivering health and safety advice/support across both Councils, supporting colleagues to deliver positive outcomes beyond traditional service boundaries where required. Facilitate and encourage the sharing of knowledge, experience, good practice and resources across teams in both Councils.
6. To advise both Councils on health and safety issues, including safe and healthy working practices for staff and contractors and to undertake a programme of safety inspections and audits, using a risk-based approach.
7. Carry out a full review of the Guildford and Waverley corporate health and safety policies biannually and routinely update the policy as necessary where the management, structure and/or operational procedures change.
8. Review and update the corporate health and safety standards, guidance and templates as required, in line with good practice.
9. Provide health and safety advice to senior management, and managers in relation to health and safety legislation and guidance, including how to comply with the law in practice.
10. Maintain and update electronic systems with up to date and relevant guidance and procedures relating to corporate health and safety.
11. Implement and carry out a risk based 3-year cycle review of work-related risk assessments across both councils, providing feedback and advice as necessary.
12. Advise managers in relation to accident and incident investigations and, where the investigation is determined to be serious, actively support the manager in managing the investigation.
13. To liaise between Councils, the HSE and other statutory bodies.
14. To be responsible for the Councils' Accident Reporting Scheme and to ensure that all reportable accidents, near misses and occupational health issues are reported in accordance with the RIDDOR Regulations.
15. Carry out a monthly review of the accident, incident and near miss statistics to identify trends and areas of potential improvement/training.
16. Review all relevant new and/or amended legislation and guidance and provide recommendations to senior management regarding the future health and safety requirements to be met by both Councils.
17. Manage the meetings of the Health and Safety Group, extracting and collating performance data from all service areas and preparing the reports and agenda for the quarterly meetings of the group. Reporting by exception to the Corporate Leadership Team.
18. Coordinate and manage the quarterly workplace health and safety inspections carried out in conjunction with the trade union and coordinate and oversee the resolution of any issues identified. Annually work in conjunction with the trade

union to support any initiatives as authorised by the Joint Assistant Director of Regulatory Services or Head of Service.

19. To identify and work with colleagues in Human Resources to coordinate the provision of core health and safety training to employees, including induction training, health and safety for managers and any other appropriate training to fulfil corporate health and safety responsibilities.
20. Proactively contribute to change management by taking a systems thinking approach to identify areas for improvement.
21. Deal with queries, liaising with internal and external contacts (including employees and the trade union) as necessary, and providing advice and guidance where required.
22. Lead on work priorities set by Lead Director for Corporate Health & Safety, the Joint Assistant Director of Regulatory Services/Head of Service and/or Corporate Leadership Team.
23. Administer and manage the system for the provision and use of personal safety devices across both Councils. Produce usage reports to Assistant Directors, and Managers as required.

### **General Requirements**

1. Excellent analytical and problem-solving skills. Ability to build and maintain positive and effective working relationships with key partners and stakeholders. Excellent ability to persuade and influence through highly effective presentation and report writing skills.
2. All employees will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested.
3. Duties and responsibilities must be carried out in accordance with relevant Council policies and procedures, within legislation and any code of professional ethics of the relevant professional body.
4. All employees are expected to maintain a high standard of customer care in the context of the councils' core values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in personal learning and development necessary to the post.
5. To demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
6. To work within the Council's competency framework and to adhere to the Code of Conduct, the Council's Constitution and procurement rules.
7. Full and clean driving licence.

## **Business Continuity**

8. Play a role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision.

### Managers only

9. To be responsible for the routine implementation of the Council's Safety Policy within the Section including the conduct and regular review of risks assessments, safe systems of work and training of staff to ensure that work is carried out in a safe manner.

### Health and Safety

10. Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

This Job Description is current as at the date shown above. In consultation with you, it is liable to variation as the needs of the Council may require.

## **Dimensions of the role**

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- (a) Approximately 80% on-site/desk based.

### **Decision Making / Scope for impact**

- a) To advise on developing health and safety policies to ensure compliance with the health and safety legislation and to be responsible for the effectiveness of the policies adopted.
- b) To advise on the application of the Council's corporate Health and Safety requirements, including the development, implementation and monitoring of compliance with the Corporate Health & Safety Policy (NB: the day to day, operational Health and Safety elements are covered by each separate service area).
- c) To review the work of the compliance officers in Housing Services to ensure compliance with gas, electrical, legionella and asbestos legal requirements and the associated testing / sampling programmes.
- d) To review prospective Contractors at the pre-tender and tender stages for their standards of health and safety management and monitoring.
- e) To regularly review contractors' health and safety compliance with their health and safety policies and procedures to ensure the Council meets its statutory health and safety responsibilities.
- f) Delegated authority to stop the work of Council employees and contractors where there is risk of serious or imminent danger or injury to health.

- g) Responsible for the management of external service contracts, for example personal alarm services.

#### Areas of Accountability/Problem Solving – Decision Making / Scope for Impact

- Responsible for monitoring whether Guildford and Waverley Council are meeting their obligations under health and safety legislation and alerting senior management to areas of concern.
- Responsible for reviewing compliance monitoring programmes in respect of the Council's housing stock to ensure they are managed effectively and compliance is assured.
- Responsible for reviewing contractor compliance with their own and the Council's health and safety policies and procedures and taking action in the event of non-compliance.
- Responsible for prioritising and managing/meeting programmes in liaison with other agencies, departments and suppliers.
- Planning, monitoring and updating project timetables.
- Recording and monitoring all health and safety budget expenditure.

#### Planning/Organising/Controlling

- Reviewing and prioritising work programmes in conjunction with the Joint Assistant Director of Regulatory Services, actioning tasks within specified timescales, supervising and signing off completed tasks.
- Ensuring review of compliance of Housing Services with the statutory requirements in relation to gas, electricity, legionella testing and asbestos management.

**DELEGATED AUTHORITY TO STOP THE WORK OF COUNCIL EMPLOYEES AND CONTRACTORS WHERE THERE IS RISK OF SERIOUS OR IMMINENT DANGER.**

#### Customers and Contacts

##### INTERNAL

- Council Members, Corporate Leadership Team, Senior Managers, Team Leaders and other members of staff.

##### EXTERNAL

**HEALTH AND SAFETY EXECUTIVE, EXTERNAL AUDITORS, SURREY POLICE, SURREY FIRE AND RESCUE SERVICE, OTHER LOCAL AUTHORITY OFFICERS, COUNCIL CONTRACTORS.**

#### Service/Team Structure

##### CONTEXT OF THE POST

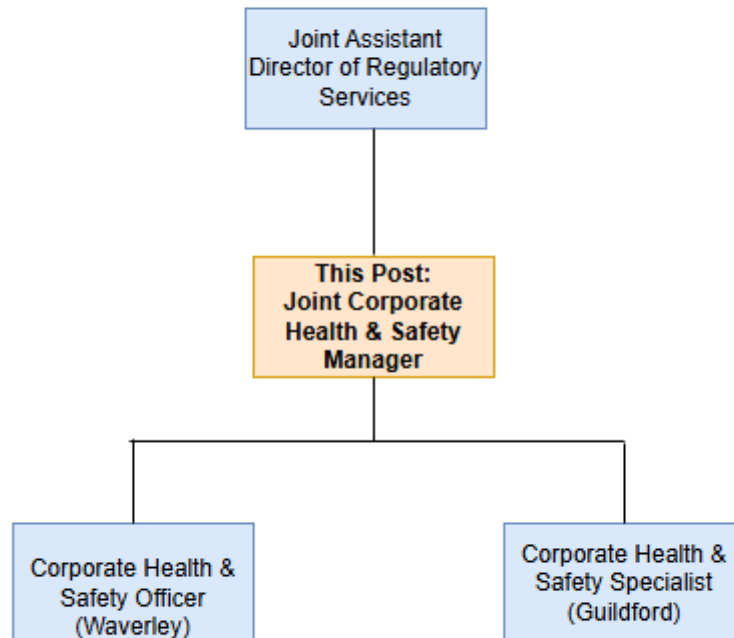
(The main features of the part of the organisation in which you work, e.g. in terms of its purpose and geographic boundaries)

- a) **SERVICE:** The Director of Economy, Planning and Place has a Team to support him  
In translating the policies of the Council into action

- (b) **TEAM:** This post is located within the Regulatory Services Team.

- (c) **ORGANISATION CHART**  
(Organisation chart showing the people for whom you work, any staff who report to you and other colleagues within your Section)

### **Proposed Corporate Health & Safety Organisational Structure**



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Qualification at degree level <b>or</b> equivalent qualification in relation to health and safety at work: <b>or</b> Member of an appropriate professional body Evidence of continuing professional development	A/C	CIOSH or NEBOSH Accredited Degree, MSc or Post Graduate Diploma	A C
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Good working knowledge of health and safety legislation/codes of practice and professional practice relating to health and safety at work	A/I	Experience of working in local government	
	Experience in delivering improvements in Health and Safety management and health and safety standards,	A/I	Effective team player with a proven ability to develop positive relationships with colleagues, managers and other services and organisations	A/I
	Proven ability to draft official documentation as required including review/update policies, procedures and guidance	A/I	Experience in giving expert opinion in court, tribunal or committees.	A/I



	Experience in developing and presenting health and safety training sessions.	A/I	Experience in Investigating and undertaking the full range of accident and health and safety complaint functions, including accident prevention	A/I
	Good analytical and data collection skills with excellent attention to detail and accuracy and able to evaluate systematically.	A/I		A/I
	Computer literacy including Microsoft Windows and Office software	A/I	Membership of relevant professional organisation (eg Institution of Occupational Safety & Health,	A/I C
	Ability to demonstrate practical troubleshooting and problem analysis techniques		Awareness of Safeguarding	A/I
<b>COMMUNICATION</b>	Excellent communication skills (verbal and written) and the ability to give clear, consistent advice	A/I	Good negotiator, with ability for critical thinking and practical problem-solving.	A/I
	Ability to explain complex information, to a variety of audiences, in a way that can be easily understood	A/I		
	Ability to collaborate with colleagues to share/provide information as	A/I		

	required for activities/tasks			
	Effective team player with a proven ability to develop positive relationships with colleagues, managers and other services and organisations	A/I		
<b>CUSTOMER SERVICE</b>	Commitment to high quality Customer Care, and ability to identify service improvements.	A/I	Is able to manage the requirements of diverse customers in a timely and effective manner.	I
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Takes ownership of customers' requests, manages expectations and achieves a high quality response.	A/I		
<b>TEAM WORKING</b>	Effective team player with a proven ability to develop positive relationships with colleagues, managers and other services and organisations	A/I		
	Ability to "model" appropriate behaviours that encourage a culture of empowerment, initiative and transparency across the Council	A/I		

<b>MANAGING SELF AND OTHERS</b>	Is aware of others workloads and priorities.	A/I		
	Ability to use own initiative within sphere of responsibility and able to prioritise effectively	A/I		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Seeks to improve personal and team efficiency.	A/I	Sharing best practice and information with colleagues and relevant partners.	A/I
	Achieves objectives with commitment to quality and accuracy.	A/I	Commitment to high quality Customer Care, and ability to identify service improvements.	A/I
<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I	Located within a reasonable travelling distance of the Waverley Borough Council area.	A/I
	Able to be on-call out of hours and to be available to work out-of-hours on occasions.	A/I		
	Full and valid driving licence and use of a car during working hours.	A/I		

#### How assessed

- A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

#### Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

### Behavioural competencies:

<b>COMPETENCIES (LEVEL 1 – 4)</b>	<b>Communication:</b>	<b>4</b>
	<b>Customer Service:</b>	<b>3</b>
	<b>Team Working:</b>	<b>4</b>
	<b>Managing Self and Others:</b>	<b>4</b>
	<b>Can do approach/Results:</b>	<b>4</b>

For Official Use only			
<b>Job title:</b>	Joint Corporate Health and Safety Manager	<b>Post no:</b>	
<b>Service:</b>	Regulatory Services	<b>JE score:</b>	
<b>Team:</b>	Regulatory Services Business Regulation	<b>Pay band:</b>	5A Joint
<b>Location:</b>	The Burys, Godalming and Millmead, Guildford	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week

<b>REVIEWED BY:</b>	Interim Assistant Director of Regulatory Services	<b>DATE:</b>	1 April 2025
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	Interim Assistant Director of Regulatory Services	<b>DATE:</b>	1 April 2025