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| Job Title: | Health and Safety Manager |
| Team/Service: | Property Services |
| Responsible To: | Property Services Manager |
| Salary/Grade: | Grade J |
| JE Ref: | TDA151 |

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| 1. Key Purpose of Job    1. To be the “Competent Person” Health and Safety across the TDA Group and co-ordinate, support and advise the business on all aspects of Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all Health and Safety responsibilities for TDA Group and for our clients are being met.    2. To operate, populate and manage the Assure H&S Management system to identify trends and emerging issues to promote a positive Health and Safety Culture    3. To review and update the HSB insurance website ensuring relevant records are migrated to the Assure platform and monitor through to satisfactory completion through timely communication to Property Services and FM team on actions required.    4. To produce relevant H&S policies to ensure legal compliance across the business and support the development of strategies, procedures and plans relating to health and safety that promote improvement as well as maintaining existing high standards for TDA Group.    5. To manage H&S training on behalf of the organisation ensuring staff receive relevant health and qualifications commensurate with their role and to embed a positive health and safety culture and effecting positive behavioural change across all levels of TDA Group through effective communication and training. To also ensure that measures are in place so that all TDA contractors adopt a similar positive Health and Safety Culture.    6. To advise on Health and safety matters over a wide range of properties including commercial, residential, agricultural, heritage buildings and buildings that are vacant. |

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| 1. Anticipated Outcomes of Post    1. To achieve a safe working environment by embedding a positive health and safety culture and effecting positive behavioural change across all levels of the TDA.    2. That the occupied and unoccupied properties TDA service and manage are healthy and safe environments and TDA’s Health and Safety Policy is effectively implemented across the organisation and in doing so meeting the necessary statutory obligations placed on the TDA in terms of health and safety. |

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| 1. Key Duties and accountabilities of the post    1. Be the “competent person” Health and Safety matters for TDA Group and provide advice and support to the Senior Leadership Team (SLT) and at all levels of the organisation.    2. Produce, implement, publish and update as necessary the TDA’s health and safety policies and procedures and provide monitoring and reassurance to SLT that these are being followed.    3. To represent TDA at the Torbay Council H&S Working Group ensuring relevant information is provided to colleagues and that actions are addressed within determined timeframes, ensuring both legal compliance and sharing of safe working practices.    4. To chair TDA Health and Safety Working Group that meets at least quarterly to review TDA Health and Safety matters.    5. Prepare and submit reports to Health and Safety Groups and Senior Leadership Team / Director of Asset Management, Investment and Housing as appropriate, including a quarterly report on health and safety performance and an annual Health and Safety Report covering the service as a whole.    6. Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes to the agency as required.    7. To drive the integration of safety management systems and provide for a positive safety culture, whilst at the same time promoting and ensuring line management ownership and accountability.    8. Advise on safety and health implications of new projects, premises, systems of work or substances ensuring best practice and legal standards are met.    9. Forge effective relationships with TDA Human Resources team to ensure an appropriately focussed induction and ongoing health and safety training programmes for TDA staff at all levels including relevant training packages through the iLearn system and formal H&S qualifications.    10. Participate in Wellbeing initiatives and be fully aware and engaged in developing the links between the Wellbeing and the Health and Safety Working Group.    11. Ensure that all accidents and incidents are documented, investigated, and recommended improvements implemented through the use of the Assure H&S management system.    12. Ensure that safety inspections are carried out, and that safety inspections, risk assessments and lone working procedures are managed ensuring employees are aware of their responsibilities.    13. Working with the ‘Competent Person for Fire Safety’, Monitor the validity of the Fire Risk Assessments and Fire Arrangements applicable to TDA Group and its clients, using SHE Assure.    14. Establish a full programme of documented health and safety inspections, audits and monitoring for TDA Estate and Torbay Council Assets as necessary.    15. Liaise with HSE as required and ensure that any specific requirements and notices in relation to health and safety are properly acted upon, this may include liaising with suppliers, i.e. solicitors, insurers, etc.    16. Ensure that Assure is effectively managed and utilised across the TDA Group and is used to inform working practices, to view risk assessments, training records and to manage the outcome of investigations into accidents and near misses.    17. Produce the annual health and safety training programme for the TDA Group.    18. Facilitate delivery of appropriate face to face Health and Safety training whether accredited qualifications or in House solutions.    19. Provide a customer focused service that strives to be innovative in its search for continuous improvement in the area of health, safety and wellbeing.    20. Undertake any other duties appropriate to the role of the Health and Safety Officer in a diverse public sector organisation. |

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| 1. Give examples of the typical types of problems and decisions the post will be required to make    1. Health and Safety advice to the TDA group across a wide range of subjects related to the diverse Health and Safety risks typically seen across the business, e.g. Advice on practical and acceptable solutions and assistance with the decision-making process on the exercise of making vacant properties safe, secure and compliant with Health and Safety legislation, advice on commercial and residential properties, Health and safety legislation and Health and safety related advice to HR team.    2. To determine, in line with Health and Safety guidance the appropriate grading of identified risks and provide assistance on determining sufficient and effective mitigation measures.    3. To prioritise workloads to ensure that deadlines are met and that urgent and pressing matters are given priority.    4. To decide on appropriate changes and improvements to policies, processes and work practices which will affect the quality of the health and safety service across the TDA group and will set the standards within which others will need to work    5. To deal with a variety of conflicting priorities across the TDA group involving changing circumstances and demand within a variety of complex environments, including construction, hospitality, and housing.    6. To decide on the appropriate level and frequency of staff training to meet legal requirements, improve awareness and understanding of health and safety responsibilities |

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| 1. Budgetary / Financial Responsibilities of the post    1. Day to day understanding and responsibility for the Risk Management budget, including decisions around spend up to £2,000. |

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| 1. Supervision / Line Management Responsibilities of the post    1. No direct line management responsibility. |

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| 1. Working Environment & Conditions of the post    1. Work in the office. There is also a requirement arising from the nature of the work to carry out inspections of land and buildings. The post holder can be called out of the office on short notice |

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| 1. Physical Demands of the post    1. Display Screen Equipment work, normal physical effort with a small amount of manual handling. The post holder will be required to stand for periods of time during training sessions and site inspections. |

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| 1. Specific Resources used by the post    1. ICT equipment.    2. Continuous access to transport will be required as the job entails travelling to multiple locations around the Bay and to other sites, as specified by the client and the public transport timetabling is unlikely to meet this requirement. |

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| 1. Key Contacts and Relationships    1. **External**   There will be a requirement to maintain a good working relationship with the HSE and any other statutory authorities which come under the remit of health and safety. Partnership working with other Public Sector Health and safety teams/officers   * 1. **Internal**   The role will require working closely with line managers and employees at all levels within the organisation. It also requires close working relationships with the Torbay Council Health and Safety Team. Members of the public, TDA service delivery partners & client’s commercial tenants/their agents, commercial landlords, external consultants, partner organisations. |

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| 1. Other Duties   11.1 To undertake additional duties as required, commensurate with the level of the job. |

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| Additional Information:  1. TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay. 2. This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the TDA at a future date. 3. TDA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo any checks appropriate to the post applied for. All staff and in particular managers, are responsible for corporate parenting for looked after children and young people within Torbay. 4. Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.      1. TDA adopts a Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement. 2. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice. 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures. |

**Person Specification**

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| **Job Title:** | Health and Safety Manager | **Team:** | Property Services |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. To be able to use an effective range of modes of communication including, email, telephone, formal and informal reports taking into account issues of confidentiality. 2. Ability to embrace an increasingly wide knowledge base such as new technology, identifying hazards and determining the impact on the workforce. 3. Attention to detail and ability to maintain accurate records to provide accountability and deliverability 4. Ability to plan programmes of work in advance and prioritise according to risk 5. Ability to elicit information in a variety of formats to allow a robust assessment of risk. 6. Ability to use a range of different computer packages effectively. 7. To work as part of a team as well as on own initiative. 8. Ability to identify service improvements and influence effective and sustainable change within a large organisation. 9. Evidence of successful training delivery to varied audiences. 10. Highly developed risk assessment, auditing, inspection and investigation skills. | 1. Project management skills. 2. Ability to identify creative and effective solutions to help reduce areas of risk. |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. Knowledge of computer database systems and their use including electronic management systems. 2. Full understanding of the “duty to manage” requirement for asbestos in buildings. 3. Extensive knowledge and understanding of relevant current, draft and proposed legislation and best practice relating to health and safety as it applies to a diverse organisation. 4. Workplace health and safety risk management and risk assessment. | 1. Workplace health and wellbeing issues. 2. Occupational health and safety in construction activities. 3. Occupational health and safety in waste, cleansing and waste management. 4. Occupational health and safety in grounds maintenance and arboriculture. 5. Contract Management |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Experience in a similar role 2. Working on computer-based packages and managing information/data. 3. Demonstrate success from managing, leading and motivating staff securing individual and group engagement and action to improve health and safety standards. 4. Proven ability to be creative, innovative and incisive ensuring an effective approach to working practices. 5. Experience and ability to persuade key stakeholders within the organisation to take action which is grounded in the principles of health and safety legislation. 6. Proven experience of providing Health and safety training. | 1. Experience of working in a commercial environment. 2. Experience of organising /chairing corporate health and safety groups. |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. NEBOSH Diploma in Health and Safety or equivalent at degree level, or a similar postgraduate qualification. | 1. Chartered Membership of the Institute of Occupational Health and Safety (CMIOSH) or equivalent. 2. Experience in managing fire safety, first aid and asbestos. 3. NEBOSH Fire Safety Certificate or equivalent 4. Training qualification equivalent to PTLLS, Train the Trainer or Level 3 in Education and Training |

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| **Essential –** **Other requirements of the job role:**   * Ability to travel around Torbay/South West/UK in order to carry out duties * Ability to accommodate unsociable hours * Ability to accommodate on-call working |