

Job title:	Health, Safety and Wellbeing Services Manager
Directorate:	Safety and Resilience
Date written:	September 2021
Notice period:	2 Months
Band:	GG5 12
Job code:	2020

Purpose of job

Manage and co-ordinate health, safety and wellbeing activity across the organisation through the provision of expert advice and guidance, engagement and communications that deliver positive culture change, policies, procedures and training.

Responsible for the delivery of the operational health, safety and wellbeing advisory service to support the implementation of Abri's health and safety management system and the overall programme of continuous health, safety & wellbeing improvement.

Key duties and responsibilities

- Provide leadership to the HS&W delivery team of direct line reports to ensure the effective implementation and monitoring of the health and safety management system.
- Work in partnership with stakeholder departments to enable them to take ownership, responsibility and accountability for directly assessing, controlling and mitigating the risks that exist or emerge in their area of the group.
- Make recommendations on H&S training to the business and to organise and /or deliver health and safety training, initiatives and events.
- Prepare regular health and safety updates on compliance and performance to the Heads of Departments and colleague representative groups.
- Via our business partnering arrangements with Abri Departments, create and agree a plan of active monitoring and inspection to identify and address non-compliance to raise safety standards and provide assurance to the Executive and Group Board members that all compliance obligations are being met.

- Manage workplace consultation, co-ordination and co-operation with regard to safety, health and wellbeing.
- Complete and or arrange subject matter audits and monitor the implementation of actions to improve standards or compliance.
- Manage the accident, incident and near miss system, making sure that all Accident Investigation reports are monitored and escalated appropriately for investigation, identifying root causes and the actions necessary to prevent re-occurrence.
- Working across the wider Safety and Resilience Directorate to provide subject matter expertise on a range of risks including premises safety and overall corporate compliance including emergency planning and fire safety.
- Develop, collate and manage a robust database of health & safety documentation to evidence compliance and the health and safety management system.
- Advise and support the implementation of safe systems of work to support risk management and compliance.
- Liaise with HSE and other external agencies, service providers, suppliers and contractors as required.
- All other duties commensurate to the role.

Knowledge, skills and experience required

- Excellent communication skills, written and verbally with the ability to simplify complex data and present key messages succinctly to all stakeholder groups.
- Subject matter expert in a safety field, holding specific qualification for example Nebosh Diploma / Certificate, Nebosh Fire Safety Certificate, 9950-05 City & Guilds Accredited Training Management of Legionellosis, BOHS P405 Management of Asbestos in Buildings, HSE COSHH Training - Practical Assessment and Control certificate.
- Capable of managing multi-stakeholder relationships, with the ability to influence decision makers to secure constructive and sustainable outcomes and drive positive change within the organisation.
- Proven experience of leading a high performing, cross functional and remote team, demonstrating gravitas, strong influencing and communication skills together with personal drive to make a difference. Able to identify strategic priorities and respond efficiently to changing business needs.

- Demonstrate analytical skills, decision-making, intellectual curiosity, intellectual honesty, pro-active and effective communication skills, both written and verbal.
- Evidence of ability to use Microsoft Office suite of applications with an intermediate level of Excel.
- Leadership & management qualification for example CMI Level 5 Diploma in Management & Leadership
- Training Qualification ideally 730 City and Guilds in further and adult education teaching or 6502 Education training or 6258 Delivering Training.
- Full driving licence and access to own transport or ability to travel in a timely and efficient manner to attend meetings in locations not easily accessed by public transport vehicle where necessary.
- A proven background in developing good practice procedures in relation to Health and Safety practice and in respect of external audit requirements.
- Demonstrates our Values and Behaviours.