

ROLE PROFILE



Role profile			
Title	Health Safety & Wellbeing Assurance Specialist		
Grade	GRADE H		
Reference:	N368		
Reports to:	Head of Health, Safety & Wellbeing Assurance		
Work style Definition	Office based hot–desk/touch down worker		
Job Type	Professional		
Primary purpose of role	Responsible for leadership and management of a compliant health, safety and wellbeing management system and culture for the Council; acting as ‘Competent Person’ in matters relating to health and safety compliance and risk / risk management; driving continuous improvements in health, safety and wellbeing culture and practice.		
Key accountabilities and measures	<table border="1"> <tr> <td> <p>Role Outcomes</p> <ul style="list-style-type: none"> ▪ Key role in the management of the corporate HSW Assurance function to ensure the Council has a legally compliant health and safety management system in place, including the management of up to three staff. (30%) ▪ Informs the direction of HSW in the Council, utilising various forums to share best practice, legislative changes, national and local benchmarking and triangulated HSW management information. (10%) ▪ Informs an up to date risk profile of HSW in the Council, working closely with service areas to review and monitor HSW risk management, invoking the HSW risk escalation procedure as appropriate and ensuring the head of HSW Assurance is sighted on high profile risks impacting on the safety of </td> <td> <p>Role Measures</p> <ul style="list-style-type: none"> ▪ Dynamic HSW management system in place that supports the Councils understanding of HSW compliance and risk management ▪ Dynamic performance review process in place supporting direct reports to thrive ▪ Directorates, service areas, teams and individuals are clear about their respective roles and responsibilities for HSW throughout the Council. ▪ Appropriate levels of intervention take place to ensure risks are managed in a timely way with the support and advice of a competent person. ▪ Production of analytical reports and recommendations based on available management information, ▪ Evidence of learning from incidents and accidents and continuous improvement activity. </td> </tr> </table>	<p>Role Outcomes</p> <ul style="list-style-type: none"> ▪ Key role in the management of the corporate HSW Assurance function to ensure the Council has a legally compliant health and safety management system in place, including the management of up to three staff. (30%) ▪ Informs the direction of HSW in the Council, utilising various forums to share best practice, legislative changes, national and local benchmarking and triangulated HSW management information. (10%) ▪ Informs an up to date risk profile of HSW in the Council, working closely with service areas to review and monitor HSW risk management, invoking the HSW risk escalation procedure as appropriate and ensuring the head of HSW Assurance is sighted on high profile risks impacting on the safety of 	<p>Role Measures</p> <ul style="list-style-type: none"> ▪ Dynamic HSW management system in place that supports the Councils understanding of HSW compliance and risk management ▪ Dynamic performance review process in place supporting direct reports to thrive ▪ Directorates, service areas, teams and individuals are clear about their respective roles and responsibilities for HSW throughout the Council. ▪ Appropriate levels of intervention take place to ensure risks are managed in a timely way with the support and advice of a competent person. ▪ Production of analytical reports and recommendations based on available management information, ▪ Evidence of learning from incidents and accidents and continuous improvement activity.
<p>Role Outcomes</p> <ul style="list-style-type: none"> ▪ Key role in the management of the corporate HSW Assurance function to ensure the Council has a legally compliant health and safety management system in place, including the management of up to three staff. (30%) ▪ Informs the direction of HSW in the Council, utilising various forums to share best practice, legislative changes, national and local benchmarking and triangulated HSW management information. (10%) ▪ Informs an up to date risk profile of HSW in the Council, working closely with service areas to review and monitor HSW risk management, invoking the HSW risk escalation procedure as appropriate and ensuring the head of HSW Assurance is sighted on high profile risks impacting on the safety of 	<p>Role Measures</p> <ul style="list-style-type: none"> ▪ Dynamic HSW management system in place that supports the Councils understanding of HSW compliance and risk management ▪ Dynamic performance review process in place supporting direct reports to thrive ▪ Directorates, service areas, teams and individuals are clear about their respective roles and responsibilities for HSW throughout the Council. ▪ Appropriate levels of intervention take place to ensure risks are managed in a timely way with the support and advice of a competent person. ▪ Production of analytical reports and recommendations based on available management information, ▪ Evidence of learning from incidents and accidents and continuous improvement activity. 		



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>employees or the reputation of the Council in a timely way. (20%)</p> <ul style="list-style-type: none"> ▪ Collaborates with internal colleagues and external partners to embed a continuous cycle of HSW learning and improvement action, driving forward a positive HSW culture. (10%) ▪ Delivery of designated aspects of the HSW business plan within the allocated budget, seeking commercial opportunities to improve the service offer internally and externally to partners and to enhance the reputation of the Council. (30%) 	<ul style="list-style-type: none"> ▪ Results of the staff survey and safety climate tool demonstrates a year on year improvement in employee sense of health, safety and wellbeing. ▪ Delivery of allocated actions. ▪ Contribution to the annual report each year demonstrating impact of improvement actions. ▪ The Council is viewed as a centre of excellence in HSW management and practice.
<p>Key activities</p>	<ul style="list-style-type: none"> ▪ Lead, plan, deliver and monitor continuous improvement in health, safety and wellbeing practice at team, service area and Directorate levels using the plan, do, study, act methodology and based on research and best practice evidence (5%) ▪ Line Management of up to four direct reports (5%) ▪ Provide professional advice on HSW responsibilities, legislation, and best practice to all Council colleagues in a timely way, according to the level of risk (5%) ▪ Support the identification and management of risk in a timely way, and learning from critical events to support a cycle of continuous improvement and embedding of a 'no blame' culture (5%) ▪ Contribute to the development and delivery of an annual audit program, to ensure compliance with the Council HSW Policy (5%) ▪ Ensure all policies relating to health, safety and wellbeing are maintained and updated in accordance with legislative changes, guidance and best practice (5%) ▪ Collaborate with Learning and Development colleagues to ensure the provision of the statutory and non-statutory training (web-based and classroom) required to support activities carried out by the Council and maintain/monitor uptake and records. Deliver training programmes as required (5%) ▪ Interpret and report HSW management information to provide the organisation with key data to improve HSW performance e.g. senior managers and members (5%) ▪ Contribute to the priorities for HSW activities/objectives, flagging the need for reprioritising according to emerging risks and organisational needs (5%) ▪ Suspend or stop work undertaken by a Council employee (irrespective of 	

	<p>their position within the Council) or contractor where it is considered the HSW of employees or others is at risk (5%)</p> <ul style="list-style-type: none"> ▪ Liaise with enforcing authorities (HSE, Fire Authority etc.) on all matters concerning HSW as required (5%) ▪ Develop and maintain a close collaborative relationship with all levels of management, employees, safety representatives and Trade Unions on HSW matters (15%) ▪ Interpret management information in the context of thematic analysis, national and local benchmarking, research evidence and other relevant information to support learning and drive continuous improvement for all levels of staff (5%) ▪ Embed an understanding of human factors and their impact on HSW (5%) ▪ Deliver multiple strategic projects effectively and efficiently within agreed timescales (15%) ▪ Deputise as required for the Head of HSW Assurance (5%) ▪ Carry out other duties appropriate to the grade of the post.
<p>Essential qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ A Health and Safety Management qualification at degree level or equivalent ▪ Substantial knowledge of legislation, policy and government initiatives relating to HSW ▪ Substantial knowledge of Business Continuity frameworks.
<p>Desirable qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Membership of a professional H&S body e.g. CIEH, IOSH, IIRSM at Corporate, Chartered or Graduate level ▪ Post graduate or professional qualification in safety management and/or risk management ▪ Management or leadership qualification ▪ Safety improvement methodology ▪ Human factors ▪ Demonstrable working knowledge of HSW and Business frameworks
<p>Essential experience</p>	<ul style="list-style-type: none"> ▪ Significant experience in a similar organisation covering project, staff, resources, performance and change management with a proven track record of impact: ▪ Managing change projects and programmes that have led to improvements in the culture of HSW, through changes in, for instance, working practices and processes, strategic direction, management styles, customer understanding and inter-faces ▪ Supporting a learning culture that helps staff develop and rise to new levels of performance ▪ Evidence of continuous professional development and learning and of supporting others in this area. ▪ Working successfully in partnerships with a wide range of individuals and organisations ▪ Delivery of projects to agreed timescales ▪ working flexibly and managing conflicting demands and priorities. ▪ working with and advising colleagues ▪ working in highly complex political environments

	<ul style="list-style-type: none"> ▪ developing policy and implementing HSW to manage business continuity and risk ▪ Dealing with sensitive and complex wellbeing issues ▪ Management systems, processes and plans including web based/E-Systems and self-service models ▪ Liaising with the Health and Safety Executive and other regulatory public bodies ▪ Supporting change and improving working practices in a multi- disciplinary environment.
<p>Desirable experience</p>	<ul style="list-style-type: none"> ▪ Local government experience in leading HSW culture and practice ▪ Working with members in a political environment ▪ Understanding Health, Safety and Wellbeing structures within an employee relations framework. Post graduate/professional qualification in safety management and/or risk management ▪ A recognised teaching/training/coaching qualification ▪ Management of staff.
<p>Essential skills</p>	<ul style="list-style-type: none"> ▪ Diagnostic and evaluative skills and the ability to interpret complex HSW, workforce, performance and other intelligence data in a way that enlightens and drives improvement. ▪ Relationship building and influencing skills to support effective challenge, problem resolution and behaviours within complex working areas including the ability to communicate complex ideas and data and outline future scenarios, strategic direction, delivery options and consequent risks ▪ Delivery of strategies and plans within which others have to operate and be enthused ▪ Creative and innovative approach to supporting understanding of the health, safety and wellbeing agenda ▪ Financial and commercial awareness, as well as political awareness, in order to deliver realisable solutions ▪ Project or programme management skills to deliver to time and within scope and budget ▪ Leadership and strategic thinking skills to identify opportunities and problems, manage them and address long term and cross cutting impacts ▪ A supportive management style that encourages learning and provides coaching in how best to be effective and achieve higher levels of performance ▪ Forward planning skills to devise strategies and plans to support the strategic direction of the organisation over months and years ▪ An analytical approach to business performance measures, linking productivity and utilisation indicators with Health, Safety and Wellbeing metrics ▪ The ability to prioritise conflicting demands and work under pressure ▪ Able to interpret difficult and ambiguous problems, good reasoning skills and sound judgement ▪ Effective IT skills including Microsoft Office, PowerPoint, Excel. ▪ Be change-ready, with an eye on the horizon to anticipate opportunities and challenges, and able to adapt and flex as necessary ▪ Integrity, discretion and consideration.

--	--

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.