



Job profile

Occupational Health & Safety Manager

Grade N

Group: Corporate Services & Governance

Service: Human Resources & Workforce Development

Location: Civic Centre

Line Manager: Service Director

Car User Status: Casual

Job Purpose

To provide strategic and operational Occupational Health and Safety and Wellbeing leadership across all areas of the Council and contracts with external partners arranged through service level agreements.

The key roles of this post will include:

1. To advise and represent the Council on all matters relating to employee Health, Safety and Welfare, including the development and implementation of appropriate strategies, policies and processes aimed at making Gateshead Council an increasingly safe and health place to work.
2. To lead on the Council's Safety Audit programme, initiate accident investigations, and ensure completion of all appropriate documentation to enable accurate analysis of relevant statistics, with a view to reducing accidents and time lost through sickness and injury at work.
3. To identify potential hazards, ensure adherence to safe working practices / procedures, and create safe and healthy working environments so that employees, contractors, visitors, and members of the public are not put at unnecessary risk by the Council's operations.
4. To monitor, review and implement policies, protocols, and training programmes to ensure compliance with relevant legislation and best practice.
5. To liaise with management, safety representatives, inspectors of the Health and Safety Executive, ROSPA, Local Government Safety Officers Group, professional bodies, and any other relevant outside bodies to ensure the provision of an accurate and effective service.
6. To manage all employee related matters within the Occupational Health Unit, including the disability support function in accordance with Council Policies and practices.
7. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Current Health and Safety Legislation

Experience

- Proven experience in an occupational health and safety setting at a senior level.
- Experience of managing people in a workplace setting

Qualifications

- NEBOSH Diploma in Occupational Health and Safety or equivalent.
- Chartered member of IOSH.
- Evidence of training and CPD is essential

Skills

- Ability to draft complex reports and present detailed information in a succinct way to a variety of audiences
- Ability to persuade others to adopt different ways of thinking and working

Desirable:

Knowledge

- Post basic education and training equivalent to University higher degree
- Knowledge of how H & S applies to the functions of a local authority or other public sector organisation
- Understanding of the occupational health function in a large organisation.

Experience

- Practising as a H & S Manager in a large local authority.

Qualifications

- Relevant management qualification
- Health and Safety Management Internal Audit
- Fire Risk Assessment



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results



Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working
Managing Service Delivery	Focuses on the community and service users to develop responsive customer focused services. Promotes cooperation by working with internal and external partners to plan, develop and deliver excellent services and operates effectively within the political framework and corporate policies and guidelines.
Business Acumen	Understands and utilises financial and performance data to identify business strengths and weaknesses. Is quick to understand and deal with a business situation in a manner that is likely to lead to a good outcome.
Facilitating Change	Proactively leads and builds momentum for change and sees it through