

**London Borough of Lambeth Job
Description JD**

Job title:	Construction Health and Safety Manager
Grade:	PO6
Directorate	Resident Services
Service	Capital Studio
Reports to:	Head of Programme Information & Contracts
Responsible for:	Health and Safety Adviser Project Construction Deliver

Main purpose of post

To provide expert technical knowledge across the Capital Studio Service, enabling Managers and Project Managers to comply with all aspects of Health and Safety primarily relating to infrastructure design, construction, and maintenance. To set-up and be responsible for the governance and process required to ensure that all deliver projects that are CDM compliant and supporting RAMS. Responsible for sign off Construction Plans, and liaison with 3rd party suppliers, Programme Managers, Project Managers to ensure Health & Safety legislation is being adhered to.

Key Unit Accountabilities

1. Experience of working in a Health and Safety department in a customer focused organisation, proactively facilitating and leading change.
2. To develop and produce detailed policies and procedures for all corporate Health and Safety matters relating to the capital infrastructure delivery and highway maintenance
3. Undertake research analysis and benchmarking for H&S issues in the infrastructure delivery communicating findings and recommendations within clear, coherent and concise reports.
4. To analyse H&S needs relating to the Capital Studio and develop/design and participate in in-house seminars and training courses where requested
5. Provide expert technical knowledge to Managers to enable compliance of all aspects of Health and Safety primarily relating to infrastructure design, construction and maintenance.
6. Monitor, report and support project managers and managers to ensure full compliance is met with relating to client and designer duties under the CDM2015 regulations.
7. Monitor, report and support project managers and managers to undertake Risk Assessment Method Statements as required.

8. Review and approve contractor's construction phase plans prior to construction commencement.
9. Support project managers and managers to ensure construction sites are established and welfare provisions are compliant with all current regulations and standards.
10. Complete regular Health and Safety compliance evaluations, inspections and audits – record outputs and liaise with site management to ensure actions are completed.
11. Support the investigation of accidents, incidents and near miss events and share lessons learned.
12. Monitor and report to senior management the implementation of actions to prevent recurrence post incident
13. Review and interpret health and safety performance data including close out of inspection and accident investigation reports, and provide reports as required
14. Ensure that all employees are properly informed about the working, environmental and safety policies of the Company.
15. Maintain accident statistics, analyse trends and propose and take remedial action where necessary
16. Develop proposals for corrective or preventive measures and investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action and supporting insurance related processes. Where necessary prepare reports to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
17. Implement health and safety improvements and work with contractors and term contractors to develop progressive initiatives and a culture of safety which eliminates harm to all.
18. Represent the Infrastructure and Capital Delivery Studio on directorate and corporate health and safety boards to develop health and safety initiatives and understanding across the council.
19. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
20. Ensure that the team's output is delivered in line with the Council's Equal Opportunities policy, Cooperative Council, best value programme, and the Directorate's change management program.

21. To support a culture of openness in dealing with staff and other relationships within the Council, whilst respecting confidences and sensitive information.

22. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling

Person Specification

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It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.

Criteria	Code	Description	Short-listing Criteria
Key Knowledge	K1	In depth knowledge of delivering successful H&S policies and procedures to support business objectives in a construction environment.	A✓
	K2	In depth knowledge of H&S best practice, ensuring the use of best practice processes in local government	A✓
	K3	Full working Knowledge of CDM2015 regulations with significant and demonstrable experience. A proven track record of providing clear, balanced advice and guidance on Health and Safety issues.	A✓
	K4	Knowledge of the local government agenda and Council priorities, in conjunction with the undertaking of Risk Assessment Method Statements.	A✓
Relevant Experience	E1	Evidence of experience and success in leading and implementing Health and Safety strategies in delivery of construction projects, which involve cultural and organisational redesign to raise standards and achieve corporate goals.	A✓
	E2	A record of success in project management, including major change management initiatives and the continuous improvement, systems, and processes.	
	E3	Substantial direct management experience of successfully leading professional and managerial groups and running a comparable construction H&S function.	A✓
	E4	A successful record of developing the organisation and the capability of people within the organisation	A✓

		to deliver successful outcomes through aligning organisational vision and values with strategy and ensuring that these values are key elements of strategy.	
Core Behaviours		<p>Focuses on People:</p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Maintaining and developing staff by having one-to-ones, appraisals, team meetings and training plans • Empowering and supporting staff and being responsible for your team • Knowing your staff and emphasising with their issues • Thinking about what you would like if you were the customer • Being consistent and focussing on team building to achieve excellence • Creating an environment that staff can be creative • Treating everyone with respect, equally and fairly • Recruiting the best staff and providing quality learning opportunities • Ensuring an effective induction program for new joiners and returners 	
		<p>Takes Ownership:</p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Having regular one-to-ones and conversations with your staff to discuss how they doing and seek their feedback • Engaging your staff in discussions about what's required to deliver and giving a sense of resource available • Achieving buy-in from staff so they can truly own their work by breaking down tasks into something achievable • Working with your staff to provide creative development opportunities including self-development • Owning your budget and spend, ensuring your teams focus on meeting outcomes 	

		<ul style="list-style-type: none"> • Identify and owning opportunities for service development • Being courageous even when you don't know the answer 	
		<p>Works collaboratively:</p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way • Encouraging staff to input to their objectives, then summarising goals and monitoring via regular one-to-ones • Building individual's ideas into team work planning • Seek to broaden the skill set of teams so that they can have transferable skills and support across a range of teams • Encouraging your staff to support each other where necessary to complete tasks and meet objectives • Promoting the development of skills and giving staff room and time to develop • Developing team morale and cohesiveness to help each member feel valued and productive and to help the team to build good working relationships 	
		<p>Communicates Effectively:</p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Having regular, open conversations with people, clearly expressing ideas and views, seeking and passing on customer and staff feedback and suggestions • Setting up open communication channels for two-way feedback • Finding out and knowing your staff's skills and strengths, listening to what each other has to say and working as a team to deliver work 	A ✓

		<ul style="list-style-type: none"> • Making time for regular catch ups, team meetings and one-to-ones to give and receive information • Thinking carefully about avoiding jargon both internally and externally • High standard of spoken and written communication with regard to the audience to report performance and make recommendations; use of council templates; and integrate suggestions and contributions from key stakeholders across the council. 	
		<p>Focuses on Results:</p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Being ambitious, knowing the bigger picture of borough improvement • Ensuring teams are clear about the outcomes and objectives of the Council and show a clear link between what they do and how it makes an impact on the customer • Listening to staff after asking questions on how to improve service while considering costs • Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans • Working with staff to make sure they have the right resources, tools and support to achieve their objectives • Helping staff stay motivated by finding learning opportunities for development and making them feel valued • Looking at any barriers or obstacles to work, review what is slowing down our progress • Exploring ways to improve the way things are currently done ensuring we maximise our resources • Meeting regularly with staff to ensure work is on track and focussed on objectives and tasks 	