

# Job Description and Person Specification

## Health & Safety Manager (DLO)

A Lambeth to be proud of



**Job Title:** Health & Safety Manager (DLO)  
**Grade:** PO6  
**Department:** Neighbourhood Housing  
**Division:** Housing  
**Reports to:** Head Of Direct Labour Organisation  
**Responsible for:**

## Context

The DLO Health & Safety Manager role sits within the Neighbourhood Housing division and provides specialist health and safety leadership across the Direct Labour Organisation (DLO) service. The postholder acts as the Council's competent person for health and safety within this operational area, ensuring compliance with statutory requirements and best practice. The role is pivotal in safeguarding staff, contractors, and residents by implementing robust safety management systems, monitoring performance, and driving continuous improvement. It requires close collaboration with senior managers, operational teams, corporate health and safety colleagues, and external regulators to maintain a positive safety culture and deliver safe, efficient services across housing operations.

## Job Purpose

To act as the DLO's competent expert on health and safety including: fire, gas, asbestos, water hygiene, lift, staff and contractor well-being and general risk management.

To ensure that all services and buildings have a suitable and sufficient safety management system in place in compliance with legislation and best practice, across the DLO service area

To be accountable for providing assurance through monitoring, auditing, inspecting, and reporting to the Head of the DLO and Corporate H&S area.

To raise issues where risk is unacceptable and to take decisive action, including instructing practices to stop where necessary. To put forward recommendations and monitor their implementation.

To maintain and update the Council's health and safety management system, policies, and procedures and ensure of their proper implementation

To provide a comprehensive safety advisory service to the DLO service area including the production of health and safety guidance notes, safe working instructions and safety checklists.

To corporately co-ordinate, audit and monitor the activities and responsibilities of all the DLO service area under Health and Safety legislation and to maintain the health and safety risk register. Report on health and safety performance, against targets as appropriate.

## Responsibilities

1. Profile the DLO health and safety risks, control measures, assurances and gaps to inform the business planning process and corporate risk register.
2. Act as legally competent person and professional adviser to the Head of the DLO on all aspects of health, safety and welfare which may affect the Council's services. Propose and implement practical solutions to improve the DLO's health and safety performance
3. Develop performance criteria and monitoring systems for DLO health and safety performance. Verify, monitor and analyse the results. Undertake regular audits of all risk assessments and paperwork, ensuring corrective action is taken on any actual or potential hazards. Carry out quality checks to ensure that systems are uniform throughout the DLO and wider Corporate departments
4. Prepare routine health and safety reports on the DLO's overall health and safety performance. Produce exception reports as required.
5. Assume responsibility for ensuring that safety management systems for the DLO, and third party providers (e.g. subcontractors) are suitable and sufficient by carrying out thorough safety inspections and audits of all operational activities, work-stations, equipment, working practices and premises. Ensure that all investigations undertaken comply with good safety practice and statutory requirements. Ensure there is effective co-ordination and document control for all safety audits and risk assessments
6. Co-ordinate and compile corporate statistics of accidents and incidents, including dangerous occurrences and violent incidents. Ensure they are analysed, interpreted and reported to the Head of the DLO & Corporate SHE team, making appropriate recommendations for any action that may be required.
7. Ensure that DLO management team arrange for reportable accidents, dangerous occurrences and violent incidents to be investigated, engaging specialist advice as necessary. Report the results, together with any recommendations, to the Corporate SHE Department

8. Lead on the presentation of appropriate information for health and safety consultation purposes. Encourage and advise on suitable training programmes for the continuing education of staff on health and safety related matters
9. Ensure that at appropriate intervals the DLO reviews its working practices and implements any changes. Ensure that operational and/or policy guidelines and other support materials are prepared so that compliance with all health and safety requirements is achieved
10. Keep abreast with changes in legislative requirements, ensuring their satisfactory adoption by the DLO. Liaise and consult with Trade Unions, the Health and Safety Executive and all other bodies concerned with health and safety matters. Produce advice and guidance notes on new legislation and ensure they are distributed to all business groups
11. Foster and maintain close and regular co-operation and liaison with Safety Professionals across the Council providing support, guidance advice and assistance as required
12. Direct, advise, liaise and consult with directors, managers and staff on health and safety matters as necessary
13. Define the level and standards of health and safety training and experience required for all staff. Assist in identifying training needs and ensure that the requisite training is implemented. Participate in the Council's Induction Programme providing course participants with an overview of Health & Safety legislation
14. Actively promote a positive health and safety culture with the DLO
15. Ensure that all duties are carried out in accordance with all Council policies and objectives
16. Carry out any other duties as required within the scope of the post as determined by the Corporate Head of Health and Safety Civil and Other Emergencies Managers
17. To support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder and in accordance with council emergency procedures.
18. To provide emergency contact details for the purposes of emergency and service continuity plans.

19. To ensure service continuity plans are in place for all the business units you manage that will enable them to deliver essential services following a business disruption and, where requested, ensure your service is prepared to respond to the needs of the community following an emergency.
  
20. To 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
  
21. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service

**PERSON SPECIFICATION**  
**DLO Health & Safety Manager (PO6)**

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident 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.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Qualification</b>	Q1	NEBOSH Diploma in Occupational Safety and Health (or equivalent)  Chartered Membership of IOSH or Equivalent	✓A
<b>Key Knowledge</b>	K1	Thorough knowledge of safety legislation and regulations and the application of this knowledge in an operational environment	✓A
	K2	Experience of undertaking safety inspections, audits, risk assessments and accident investigation, and providing reports	
	K3	Knowledge of Council policies and procedures to provide effective, efficient and successful operational management of your service area	✓A
<b>relevant Experience</b>	E1	Previous experience as a SHE manager preferably with a history of working in social housing	✓A
	E2	Experience of managing an employee training matrix and implementing new training policies in line with any changes to HSE legislation	
	E3	Experience of using web based portal platforms for accident reporting, risk assessments and delivering training	✓A

<p><b>Core Values and Behaviours</b></p>	<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
	<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that</li> </ul>	

		<p>impact on them, working together to find solutions.</p>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> </ul>	

		<ul style="list-style-type: none"><li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li><li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li></ul>	
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