|  |
| --- |
| **LETCHWORTH GARDEN CITY HERITAGE FOUNDATION**  **JOB DESCRIPTION** |

|  |  |  |
| --- | --- | --- |
| **1** | **JOB TITLE** | **Health & Safety Manager** |
| **2** | **STATUS** | **Permanent, Full Time** |
| **3** | **HOURS OF WORK** | **35 hours a week Monday – Friday 09.00 – 17.00**  **Some flexibility needed to meet the needs of the business** |
| **4** | **EMPLOYEE’S NAME** |  |
| **5** | **DEPARTMENT** | **CEO** |
| **6** | **REPORTS TO** | **CEO** |
| **7** | **COMPETENCES** | **Level 2 Manager** |

|  |  |
| --- | --- |
| **8** | **Job Purpose:**  *To ensure that Letchworth Garden City Heritage Foundation is compliant with Health & Safety legislation and best practice. Create effective Key Performance Indicators, which are supported by robust evidence and data management systems.*   * Developing, implementing and managing Health & Safety (H&S) Strategy, Policy, Objectives and Processes including advising Letchworth Garden City Heritage Foundation Leadership Team on corporate Health & Safety issues. * Responsible for providing advice and support to all departments in the areas of Health, Safety & Welfare to ensure that contractual and legal obligations are fulfilled in those disciplines * Liaise with Client / Tenant Representatives on matters of Health and Safety. This includes building productive relationships with representatives at all levels across Letchworth Garden City Heritage Foundation contacts and representing Letchworth Garden City Heritage Foundation at client forums where required. * Ensure Letchworth Garden City Heritage Foundation and all managing agents and outsourced FM service providers are aware of their H&S legal and contractual requirements and obligations through the appropriate operational teams. * Carry out investigations or arrange suitable investigations to be carried out for incidents or other matters that may impact on Letchworth Garden City Heritage Foundation’s assets or compliance with legislative or contractual requirements and seek to mitigate/recover any potential loss. * Liaise with external bodies (Insurers, HSE, Local Fire Authorities and other Enforcing authorities) as required * Seek to continually improve the H&S performance of Letchworth Garden City Heritage Foundation and all outsourced service providers to Letchworth Garden City Heritage Foundation. * Support individual Letchworth Garden City Heritage Foundation Venue and Property Managers with specific duty holder responsibility with regards to Fire, Legionella and Asbestos.   Management of Letchworth Garden City Heritage Foundation’s health and safety audit activity including recommending a strategy for audit, conducting audits (both internal and external) |
| **9** | **Main Accountabilities**   * **Collate record and allocate H&S deliverables**: Establish and clearly define all H&S deliverables. Ensure they are sufficiently communicated to all relevant stakeholders. Ensure management team and employees are fully conversant with their accountabilities and responsibilities under health and safety legislation, internal policies and procedures and contractual requirements. Monitor and support Letchworth Garden City Heritage Foundation management team in the delivery of health and safety standards. * **Monitor and seek to continually improve H&S performance**: Establish and clearly define an appropriate H&S performance monitoring system, including associated service delivery and contract management meetings and reports. Ensure relevant statistics are produced and communicated in a timely manner and that associated trends are monitored analysed and acted upon where necessary; particularly in regard to Letchworth Garden City Heritage Foundation’s outsourced managing agents and service providers. * **Audit Letchworth Garden City Heritage Foundation’s outsourced H&S providers:** Establish and clearly define an appropriate H&S audit regime to confirm compliance against contractual delivery requirements for legislative, FM and project work compliance by third party providers. This will include management, monitoring and reporting of their performance. * **Instigate corrective action when and where appropriate:** Establish and clearly define an appropriate H&S corrective action regime; particularly in regard to service provision. Take appropriate action in a timely manner to remedy any failures in service delivery. * **Maintain a structured training and professional development programme**: Establish and ensure that all training requirements for all team members are produced and met. Deliver training to staff where appropriate. |
| **10** | **Knowledge, Skills and Experience:**   * **H&S Knowledge;** understanding and awareness of H&S law, H&S principles, procedures & Commercial Property experience. * **Contract specific knowledge;** comprehending all contract H&S, deliverables and thereafter disseminating to those who need to know. * **Strong communication skills;** in order to maximise time management efficiency * **Excellent negotiation skills;** capable of persuading and convincing others if necessary to achieve desired outputs where required. * **Leadership experience;** track record of leading, motivating and managing. 2 years + experience in a similar Health, Safety and Environmental advisor/ coordinator/ officer role. * NEBOSH Certificate minimum (working towards Diploma or equivalent) * Tech IOSH minimum (preferred Chartered or working towards) |
| **11** | **Additional Factors**:   * The post holder will be responsible for the development and monitoring of H&S Key Performance Indicators (KPIs) in order to clearly demonstrate the level of performance of H&S including outsourced service providers. * Working within the limits of the Letchworth Garden City Heritage Foundation Corporate Governance. * Freedom to operate and further delegate within the confines of Letchworth Garden City Heritage Foundation corporate governance and financial guidelines. * Freedom to prohibit work within Letchworth Garden City Heritage Foundation’s responsibility that poses an imminent danger to staff or other persons/equipment/property etc. * Freedom to escalate any H&S issues to Letchworth Garden City Heritage Foundation Board level in the event of serious concerns. * Maintaining the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption * The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying * The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description from time to time |
| **12** | **LEVELS OF AUTHORITY:**  **Financial: £0**  **Other: £Nil** |
| **13** | **OTHER INFORMATION:**  Work in line with corporate policies and procedures to ensure that all matters relating to health and safety are adhered to, promoted and reviewed as necessary.  Maintain the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption.  The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying.  The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description from time to time. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**LETCHWORTH GARDEN CITY HERITAGE FOUNDATION**

**PERSON SPECIFICATION**

**Personal attributes**

* + Hands on, go getter and someone who is happy to get out onto the ‘shop floor’.
  + Strong admin skills and attention to detail.
  + Engaging, hands on team player, someone who is respectful and command the same back.
  + Develop and maintain a professional working relationship with employees at all levels and promote exceptional standards.
  + Strong communicator.

**Knowledge**

* Knowledge of current Health & Safety legislation
* Knowledge of property related Health & Safety
* Knowledge of best practice in relation to Health & Safety

**Experience**

* + experience in a similar Health, Safety and Environmental advisor/ coordinator/ officer role.
  + Commercial Property experience.
  + NEBOSH Certificate minimum.
  + Tech IOSH minimum (preferred Chartered or working towards)
  + ISO / OHSAS Systems experience would be beneficial.

**Skills**

Ability to:

* + Lead Health & Safety and take others with them
  + Create vision, plan and implement plan
  + Create strong Health & Safety related systems
  + Produce high quality, informative data
  + Create and deliver against KPIs
  + Create health & safety and induction training
  + Co-ordinate, monitor and ensure that risk assessments and safe systems of work are regularly reviewed and updated.
  + Promote and raise Health, Safety awareness and culture across all locations.
  + Provide support and advice to all locations as required on all health and safety related issues.
  + Carry out accident investigations and produces reports which identify causes and actions to prevent reoccurrence.
  + Analyse all accident data to identify trends and introduce safe controls where appropriate.
  + Develop and maintaining health and safety audits.
  + Review and produce risk assessments and all other Health and Safety documentation as necessary.
  + Organise and attend/chair Health and Safety committee meetings.
  + Produce reports for the Board and Trustees
  + To lead on strategy development for health and safety compliance