

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DEPARTMENT**      **Street Services**

**POSTHOLDER**

**SECTION**            **Street Services**

**GRADE**      **PO5**

**POST DESIGNATION: Operational Health and Safety Manager**

Purpose of Job:

To be responsible to the Operations Manager for:

- i) To be the lead officer for health and safety for Street Services and Fleet and Waste Strategy, in order to reach and maintain best practice compliance standards.
- ii) To continuously monitor and review all health and safety-related documents, data, processes, etc and apply corrective action where required.
- iii) To undertake investigations and make recommendations.
- iv) To assist, produce and deliver health and safety-related training materials.

Manages up to 3 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

**Main Duties:**

- 1) To develop, maintain and monitor departmental risk assessments, safe systems of work/operating procedures, risk registers and all other risk management documentation to ensure continuous and effective compliance with best practice health and safety standards.
- 2) To plan and drive a health and safety improvement programme in line with industry best practice and embed a positive health and safety culture within the service. To keep abreast of legislative change and apply accordingly.
- 3) To monitor adherence to safety standards and undertake trend analysis through a variety of means, including KPI's/service data, accident data/near misses, corporate data, back-office audits, on-site monitoring of operational practices, etc. To manipulate and analyse complex data, including defining and monitoring KPI's, and to present it into a useable and easy-to-understand format.
- 4) To propose corrective action plans where gaps in compliance are identified, and to lead on implementing appropriate service practices in conjunction with senior management.
- 5) To prepare and present reports, briefing notes and regular updates, as required, in line with departmental and corporate requirements.

- 6) Under the direction of senior management, to undertake detailed investigations where accidents or near misses occur and propose recommendations to minimise reoccurrence.
- 7) To assist in the production of and contribute to the delivery of health and safety-related training materials. To ensure that all training is appropriately documented and recorded in accordance with service requirements.
- 8) To act as the departmental lead on health and safety, and to ensure that work is aligned with corporate health and safety standards and strategic direction.
- 9) To manage communications with and obtain buy-in from all levels of the organisation and external stakeholders, including Members, DMT, internal, external, cross-directorate, trade unions, etc.
- 10) To participate or lead in projects or workstreams, including service changes, benchmarking, etc.
- 11) To lead on the timely review of business continuity plans and ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 12) To support the preparation of short, medium and long term service and business plans for Street Services and Fleet & Waste Strategy to ensure that future service development needs are incorporated, as required.
- 13) To attend other local, regional and national events, conferences, seminars, working parties etc as may be required to reflect the Council's interests.
- 14) To have a flexible approach to working to meet the needs of the service, which may include early starts/late finishes and occasional weekend working
- 15) To undertake any other work appropriate to the level and general nature of the post's duties.
- 16) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 17) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 27) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 29) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 30) Provide mentoring opportunities to junior staff (e.g., graduates, apprentices etc.).

- 31) This post does not require a DBS.
- 32) To undertake supervision/management of staff as and when required.
- 33) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-Holder normally reports to:  
**Operations Manager**

## Person Specification



<b>Job Title</b>	Operational Health and Safety Manager
<b>Grade</b>	PO5
<b>Service/Section</b>	Street Services
<b>Directorate</b>	Communities, Environment and Central

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
NEBOSH National General Certificate in Occupational Health and Safety or above	E
Knowledge of operational practices in waste collection, waste disposal, street cleansing, enviro-crime enforcement and fleet management	D
To hold full manual Category B driving licence with 3 or less unspent points.	E
<b>Skills and Abilities</b>	
Excellent written and verbal communication skills and the ability to communicate effectively with all levels of the organisation and external stakeholders; to prepare presentations, briefings and reports to a high standard	E
Excellent organisational management skills and the ability to make full use of a range of IT systems.	E
Strong interpersonal and leadership skills and ability to confidently challenge unsafe or non-compliant working practices	E
Strong problem solving and influencing skills, and a proven ability to devise and implement changes to policy and procedures and to improve services	D
Excellent data analysis and manipulation skills and the ability to present complex data sets in user friendly formats	E
Flexible approach to working to meet the needs of the service, which may include early starts/late finishes and occasional weekend working	E
<b>Experience</b>	

Experience of working in a health and safety capacity within environmental services/fleet management.	D
Proven track record of delivering health safety improvements in an operational environment	E
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E