



Job Description

Job Title	Health and Safety Manager
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 10
Competency Level	2
Salary	£51,576 - £56,951
Job Type	Part-time (Office/hybrid)
Location	Cunard
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	

Job Purpose

To ensure Health and Safety, Environmental and Quality standards (HSEQ) are maintained across the Transport & Highways division, ensure work is delivered safely and in strict compliance with applicable legislation and regulations and ensure HSEQ standards are maintained by staff and across the supply chain.

Directly Responsible For:

None



Directly Responsible To:

Head of Commissioning & Project Delivery

Main Areas of Responsibility:

- Management of HSEQ across the Transport & Highways service, taking a proactive approach engaging with staff and supply chain, to ensure any work is delivered to the required quality in a safe and efficient manner.
- Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry.
- To develop and manage the implementation of the Transport & Highways service training plan to ensure all staff have required competencies from an H&S perspective to carry out their duties in a safe manner.
- To review current practices, improve processes and policies to ensure full compliance with applicable HSEQ regulations. To manage the implementation of processes and policies and liaise with the team raising any HSEQ issues as and when required.
- Responsible for the regular review and update of safe systems of work, risk assessments and method statements.
- To check the quality of procedures adopted by the Transport & Highways staff, partners and contractors, ensuring all projects are delivered in full compliance with applicable HSEQ regulations.
- To develop and manage a site audit programme and carry out site audits across all major projects and highway service works. To identify resource gaps and procure additional H&S resources for specific projects/programmes when needed.
- To ensure all applicable documentation (e.g., Construction Phase Plan, RAMS, etc.) has been produced, reviewed and accepted prior to works commencing and monitor delivery from a HSEQ perspective during the construction stage.



- To raise any significant HSEQ issues immediately with the relevant Divisional Manager and Director Highways & Transportation. To attend site urgently in case of a major accident or significant occurrence requiring the Council's urgent attention, reporting immediately to Team Leader.
- To produce monthly HSEQ reports, collating all audit information and suppliers H&S scoring to take remedial action as and when needed and inform the framework KPIs.
- To review and approve contract documentation prior to tendering, ensuring it meets applicable H&S standards. To support the procurement of works when health and safety implications are being considered as part of the tendering process.
- To manage, monitor and support contractual arrangements from a HSEQ perspective with the Council's supply chain.
- To check quality of designs and proposals put forward by partners and contractors, ensuring HSEQ standards and regulations are met.
- To ensure strict compliance with CDM regulations, reviewing proposed project team and the level of resources are fit for purpose and ensuring appointments and notifications are issued in a timely manner, both during pre-construction stage and construction stage.
- To act as the Client CDM representative ensuring the Highways team discharges adequately all Client duties and maintaining a proactive approach engaging with key parties across all schemes throughout the life of a project.
- To work alongside the major projects team and ensure in-house design packages meet applicable standards, validating documentation, providing advice and raising any HSEQ related issues to the CDM Principal Designer and Team Leader.
- To support our supply chain and promote HSEQ improvements across the service.
- To perform regular skills gap analysis and propose suitable HSEQ training to ensure staff have sufficient skills and knowledge to perform their duties.



- To ensure HSEQ roles and responsibilities are clear, raising any issues to the Team Leader so remedial actions can be taken urgently.

Supervision and Management Responsibility:

None

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.



Physical Demands of the Job:

Undertake both formal and informal site visits as required – to inspect workplace areas to ensure compliance with health and safety legislation.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

The competency framework can be found here.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NEBOSH Diploma or equivalent (A/I)
- Membership of IOSH (A/I)
- CSCS Health & Safety card

Desirable

- NEBOSH Construction Certificate

Experience

Essential

- Relevant experience in a highway maintenance/major projects and environment including all associated procedures, policies and responsibilities (A/I)
- Experience and understanding of HSE legislation and regulations for highways construction projects (A/I)
- Experience of managing HSEQ for a service working in a highway's environment (A/I)
- Experience of managing the implementation and improvement of processes in compliance with CDM regulations and other H&S legislation (A/I)
- Experience and understanding of CDM regulations and discharging CDM Client duties (A/I)



Desirable

- Experience managing HSEQ training and development
- Experience coordinating with designers, contractors and key parties in a construction project to ensure full compliance with applicable HSEQ and CDM requirements

Skills/Abilities

Essential

- Good communication skills, both verbal and written, when dealing with the public, politicians, colleagues (A/I)
- Ability to prioritise and manage workload to meet deadlines (A/I)
- Self-motivated and able to motivate others as part of a team (A/I)

Desirable

- Ability to advise on effective decisions and to support those decisions with effective argument and understanding
- Ability to plan, allocate and evaluate work programmes

Commitment

Essential

- Demonstrate a commitment to the delivery of the projects to time and budget.



Desirable

- Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Other

Essential

- Able to attend after hours Committee, public and other work-related meetings (A/I)
- Able to attend construction sites at short notice (A/I)
- Valid Driver's License

Desirable'

- A modern approach to project management recognising the need for flexibility and adaptation to change