**Manchester City Council**

**Role Profile**

**Senior Health and Safety Officer, Grade 6**

**Audit and Risk Management Division, Corporate Services Directorate**

**Reports to: Health and Safety Manager**

**Job Family: Policy and Governance**

**Key Role Descriptors**

Working within a support service or Centre of Excellence, the role holder will provide high-quality policy and governance support and advice to enable the delivery of service and organisational objectives.

The role holder will deliver an effective, professional policy support function, establishing excellent relationships with customers and stakeholders and ensuring quality customer focused services are delivered within performance and quality targets.

**Key Role Accountabilities:**

Effective delivery of assigned work packages to ensure achievement of service objectives, to support the effective decision making processes of the Council and to enable it to meet its legal obligations.

The role holder will provide accurate research and analysis support, using outputs to inform work packages and advise client services.

Work collaboratively across the wider Council, providing specialist advice, information, support and challenge to support client services to meet the objectives outlined in business plans and the effective delivery of organisational objectives.

Proactively assist the monitoring and review of processes and procedures to ensure that key performance indicators are met and implement strategies and procedures to continually enhance the service.

Provide advice and guidance to colleagues across the organisation in area of specialism

Roles at this level may be required to undertake management duties, either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

Through understanding of the business the roleholder's work responds to key health and safety risks, provides confidence and assurance where appropriate and identifies opportunities for improvement. Improvement is achieved through sound planning and delivery of work, understanding and evaluation of risks, effective communication and persuasion. To do this the roleholder will plan and deliver health and safety work through their own assignments, advice and guidance and will make an active contribution to the development and delivery of strategies and interventions to ensure the health and safety of the workforce and those who come into contact with Council activity and services.

Through active engagement with clients and awareness of the business and of health and safety legislation and professional standards, the roleholder will ensure health and safety projects, assignments, training, advice and guidance are focused and prioritised to address key risks. They will help ensure effective governance and contribute to the promotion of a culture of continuous improvement in the efficiency and effectiveness of the health and safety service.

They will advise managers and staff on the development of health and safety controls, assure statutory compliance and embed good practice across the Council. Will do this by using evidence, analysis and skills to influence service improvements through effective communication of the findings, risks and outcomes of health and safety work.

With support from the Health and Safety Manager, the roleholder will plan and manage own delivery of health and safety work in an assigned area(s) of Council activities in line with the agreed plans and priorities for the service, ensuring risks are identified, resources are targeted appropriately, work is completed to quality and performance standards and that appropriate solutions for improvement are recommended. They will also support Lead Health and Safety Officers and health and Safety Managers in the delivery of complex assignments and programmes of work.

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Ability to communicate clearly, concisely, accurately and in ways that promote understanding.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate moderately complex information and concepts and compare information from a number of different sources. Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken.
* **Planning and Organising:** Demonstrate the ability to organise multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority.
* **Problem Solving and Decision Making**: Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution. Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in their thinking and explain reasoning behind decisions or actions taken
* **Creative Skills**:Ability to think creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters**.**
* **Strategic Thinking**:Contributes to the development, implementation and evaluation of strategy to shape future plans. Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders

**Technical requirements (Role Specific)**

Holds level 3 qualification in Occupational Health and Safety, e.g. NEBOSH Certificate or equivalent and can commit to undertake and complete up to level 6 (Diploma).