Job title: Health and Safety Manager

Line manager: Group Director Health and Safety

Grade *(if applicable):*

Direct reports: Four Health and Safety Advisors

Role purpose:

As one of two Health and Safety Managers, the role works collaboratively to lead Peabody's occupational health and safety advisory service, reporting to the Assistant Director of Health and Safety. The role supports delivery of the Group Health and Safety Strategy and provides competent, practical and proportionate advice on risks arising from Peabody's work activities.

The role manages and develops the Health and Safety Advisors and provides assurance through risk-based audits, inspections, investigations and performance reporting. It works with leaders and operational teams to strengthen legal compliance, improve standards and embed clear ownership of occupational health and safety across the organisation.

Key Activities:

- Lead the implementation, monitoring and review of the Group Health, Safety and Wellbeing Strategy and associated improvement plans
- Manage a team of health and safety advisors which meet or exceed their goals and performance targets
- Develop the health and safety advisors to grow professionally and strengthen their competence as health and safety advisors
- Provide the organisation with proactive health, safety and wellbeing advice, support, and guidance
- Review, develop and implement legally compliant Group health and safety policies, procedures, and guidance and support operational managers and colleagues to develop compliant operational procedures
- Support operational managers to risk assess their services, high-risk tasks and roles and embed appropriate safety arrangements and controls
- Support operational teams to identify and manage health and safety risks affecting residents and local communities.
- Develop and implement a programme of audits, active monitoring, and inspections to provide assurance that the organisation complies with legal requirements and organisational policies and procedures.
- Advise on, and where appropriate develop and deliver, health and safety training materials, training, and guidance, which meets the needs of colleagues identified through risk assessment
- Investigate, in conjunction with operational managers, accidents, incidents and near misses, and report relevant accidents and incidents to the Health and Safety Executive
- Support continuous improvement, by sharing the learning from assurance activities and accident, incident and near miss investigations and implementing recommendations as appropriate
- Consult with colleagues, Peabody Networks, and the Unions about health, safety, and wellbeing good practice
- Procure and manage third party contracts with providers of health and safety audits, site inspections, personal safety devices, display screen assessments and health and safety software to protect the health, safety and wellbeing of colleagues and provide value for money
- Manage allocated budgets and contracts to ensure effective service delivery and value for money.
- Work collaboratively with other teams to provide workplace adjustments and advice
- Respond promptly and appropriately to enquiries received from regulators, for example, the Health and Safety Executive
- Be visible and build relationships with team members, managers, and colleagues from across the organisation, by meeting them face-to-face in offices, schemes, construction sites and on estates

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- Provide and use health, safety and wellbeing data, dashboards, and information to support your team and others to respond to emerging trends and manage performance
- Analyse health, safety, and wellbeing performance data and prepare reports, insights and recommendations for leaders, governance groups, and committees
- Identify, assess, and escalate significant health, safety, and wellbeing risks, supporting leaders to implement effective controls and mitigation measures.
- Promote a positive health, safety and wellbeing culture through engagement, coaching, communication, and visible leadership.

Success:

- The Health and Safety Advisors deliver a consistent, credible and responsive service and meet agreed objectives and standards.
- Occupational health and safety plans are delivered to agreed timescales, with clear evidence of progress and improvement.
- Significant occupational risks are identified, escalated and controlled, with actions tracked to completion.
- Risk assessments and safe systems of work are suitable, sufficient and embedded in operational practice.
- Policies, procedures and guidance remain legally compliant, current, clear and accessible.
- The risk-based audit and inspection programme is delivered, with recurring issues identified and addressed.
- Investigations and statutory reporting are timely, accurate and lead to demonstrable organisational learning.
- Leaders and governance groups receive concise, accurate and insightful assurance and performance information.
- Managers understand and take ownership of their occupational health and safety responsibilities.
- Regulatory relationships are managed professionally, and any required actions are completed effectively.
- Contracts and budgets achieve agreed outcomes and value for money.

You will have:

- In-depth knowledge of occupational health and safety legislation, regulation and recognised good practice.
- Strong knowledge of occupational health and safety management systems, risk management and assurance.
- Substantial experience of providing competent occupational health and safety advice in a large, complex and customer-facing organisation.
- Experience of developing and implementing policies, procedures, improvement plans and management arrangements.
- Experience of leading, managing and developing a professional advisory team.
- Experience of planning and delivering audits, inspections, investigations and other assurance activity.
- Experience of analysing performance information and producing clear reports and recommendations for senior leaders and governance groups.
- Experience of supporting operational managers to assess and control significant occupational risks.
- Strong judgement, with the confidence to challenge, influence and escalate concerns appropriately.
- Excellent written and verbal communication, coaching and stakeholder management skills.
- A track record of delivering priorities, managing competing demands and meeting deadlines.

Essential qualifications:

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- NEBOSH Diploma in Occupational Health and Safety, or an equivalent Level 6 qualification.
- Certified IOSH membership (CertIOSH) or higher.
- Full UK driving licence and access to a vehicle.
- Ability to travel regularly to Peabody offices, schemes, estates and sites.

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