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| **Post** | Health and Safety Manager | **Post No** |  |
| **Line Manager** | Head of Operational Risk Management | **Location** | Shrewsbury Headquarters and Training and Development Centre, Telford as required |
| **Directorate** | Operational Risk Management | **Section** | Health and Safety |
| **Scale** | Grade 12 | **Current Salary** | £51,356 |
| **Hours** | 37 per week | **Status of Post** | Permanent |

**1 Job Purpose**

* 1. As the Health and Safety Manager you will be responsible for the management and co-ordination of the health and safety provision to enable the Service to comply with its duties towards employees and others as laid down by legislation.
  2. Working with the Health and Safety Officer, operate as the central department for internal and external health and safety audit.
  3. Represent the Service on regional and national health, safety and wellbeing boards or partnerships as required.
  4. To ensure that appropriate arrangements and systems are in place to respond to health and safety issues, and in particular to ensure that statutory provisions are monitored and revised as required.
  5. To be responsible for the co-ordination of the day-to-day management of the Service’s health and safety function, ensuring that appropriate levels of service are provided, including setting standards, business planning and performance monitoring.. This will include being involved in, and leading on, project work at both Service and Regional level.
  6. To ensure Shropshire Fire and Rescue Service achieve legal compliance, a positive safety, health and environmental culture and high performance in all areas of health and safety by the management and co-ordination of the health and safety function.
  7. To provide strategic leadership for health, safety and health and safety culture within the Service.

1. **Major Tasks**

As the Health and Safety Manager , specific responsibilities for the co-ordination and management of the Service’s safety management systems include:

* 1. Co-ordinate and manage the , production , planning, implementation and evaluation of effective health and safety and environmental activities, including reviewing and revising of policy and procedure..
  2. Maintain up to date knowledge on health, safety and environmental legislation, best practice and current issues undertaking relevant research.

Lead on the identification of health and safety training needs and evaluation of effectiveness.

* 1. To act as a competent person under the Management of Health and Safety at Work Regulations 1999.

To provide advice across the Service on all matters related to Health and Safety

* 1. To lead and embed a service-wide positive safety culture through influence, engagement and policy integration.
  2. Lead on development and implementation of health and safety strategies aligned to corporate objectives.
  3. Responsible for the supervision, coaching, mentoring and development of the Health and Safety Officer and temporary placements within the department.

**3 Job Activities**

**Advice and Assistance**

* 1. Advise on safety, health and environmental committees and influence meetings to achieve effective outcomes.
  2. To provide advice and guidance to enable the Service to meet statutory requirements through development of policies and procedures, monitoring developments within the health and safety environment, maintaining effective working relationships with managers, and collation, analysis and presentation of information.
  3. Advise other Departments, as appropriate, on the health and safety aspects that have or may have an effect on the Service.
  4. Co-ordinate responses to any statutory notifications issued to the Fire Service.
  5. Co-ordinate, manage and monitor the completion of risk assessments and risk assessment procedures advising managers on the standard of risk assessments to ensure quality, responding to significant findings of risk assessments.
  6. Manage the establishment, maintenance , reporting and monitoring of health and safety quality assurance systems responding to recommendations for improvement.
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**Monitoring and Reporting**

* 1. Oversee the compilation of management statistics and report on findings to the Head of Operational Risk Management and Senior Management Team..
  2. Oversee the reporting of safety incidents as designated by the Head of Operational Risk Management or those required as part of the Service’s statutory duties including the HSE under RIDDOR and monitor progress of corrective action.
  3. Ensure health and safety audits, inspections, surveys and checks are legally compliant and in line with , good practice. Respond to any areas identified as requiring improvement.
  4. Responsible for allocated budget for health and safety initiatives and staff training.

**Communication**

* 1. To communicate and monitor information and best practice on health and safety issues via a variety of methods, e.g. face to face, newsletters, bulletins, posters and run campaigns as required.
  2. Work and collaborate with other Departments, Fire and Rescue Services and external organisations and attend any meetings and working parties (regionally and nationally), including the Health and Safety Executive, as required and develop and continuously improve productive working relationships.
  3. Modify, suspend or stop work activity where a risk of significant injury is identified and to notify the relevant line managers.

# Other Tasks

* 1. Support the organisation in embedding the ‘core values’, strategic aims and corporate objectives.
  2. Comply with the Health and Safety responsibilities set out in Appendix A to this job description.
  3. Ensure all duties are carried out in accordance with the Authority’s IT Security Policy.
  4. Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions.
  5. Ensure that the Fire and Rescue Service’s policies, procedures and standards are complied with by self and all employees.
  6. Assist with the collation of returns for statistical purposes as required by the Service.
  7. Contribute to special projects and teams, commensurate with your experience and role, as and when required.
  8. Assist, where necessary, in the work being conducted by other departments as and when required.
  9. Ensure that the Brigade policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.
  10. With the support of managers, and within the Service’s guidelines, policies and procedures, the post holder is vested with an appropriate level of autonomy and decision making authority and is expected to exercise good judgement in the performance of duties.
  11. Carry out such other duties as may be directed, commensurate with the grading of the post.

1. **Contacts**
   1. **In own Department**

Contact is made with all members of the Operations and Training and Development departments on a regular basis for the giving of advice and when required supervision, and with the Head of Operational Risk Management as required.

* 1. **Elsewhere in the Authority**

Contact is made on a daily basis with other Service personnel for the giving and receiving of advice on all health and Safety matters.

* 1. **Outside the Authority**

There will also be contact with Fire and Rescue Services, Local Authorities, Government departments and other external bodies country wide.

* 1. **Decisions and Recommendations Made**

A large part of the decision making element of this post is to provide managers with health and safety advice in relation to legislation, policies and procedures.

1. **Complexity**
   1. The post requires and extensive range of sound and understandable advice to be given to managers at all levels in the Service. In depth knowledge of health and safety legislation is necessary, together with the ability to apply best practice.
2. **Confidentiality**
   1. Any personal or sensitive information dealt with in their work should at all times be treated as confidential and protected from unauthorised disclosure (in the event that they are uncertain as to whether information could be categorised as personal or sensitive, they should seek guidance from their immediate manager). They will need to treat the information that they encounter as confidential and with the appropriate level of sensitivity.
   2. The post holder must make sure that information systems, (both manual and computer based), either under their control or which they are required to operate, have security arrangements in place to maintain and protect confidentiality of personal and other information.
   3. Any unauthorised disclosure of personal or sensitive information obtained during your role would be considered an act of gross misconduct, which would be dealt with under the disciplinary procedure’.
   4. If personal information is passed on without lawful authority, the post holder may be prosecuted under the Data Protection Act 2018.
3. **Status of job description**
   1. August 2025

**Health & Safety**

**Health and Safety Officer**

Reporting to the Head of Operational Risk Management and is responsible for,

* Implementing the Service’s health and safety policy within your area of responsibility.
* Bring the health and safety policy to the attention of all staff under your control.
* Ensure all new entrants under your control are properly inducted into the Brigade, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.
* Ensure compliance with all safety precautions that apply to their area of control, including the regulation of contractors.
* Ensure that no person is permitted to operate equipment or carryout hazardous tasks unless they are competent to do so.
* Develop and implement safe systems of work for tasks specific to your area of control, including (but not limited to):

Display Screen Equipment

* Drills and exercises
* Station routine duties
* Movement of vehicles
* Ensure compliance with all legal requirements for their area of control including (but not limited to):
* Inspection of firefighting equipment
* Safe use of fixed and portable electrical equipment
* Safety training for staff
* Statutory inspections of plant and equipment
* Provision of first aid equipment
* Control of hazardous substances
* Ensure that any responsibilities delegated to subordinate staff are clearly identified.
* Ensure that access to Brigade property under your control by visitors or members of the public are limited to safe areas.
* Ensure risk assessments for equipment, tasks, premises and manual handling activities are conducted, regularly reviewed and compliance with any further control measures identified.
* Conduct regular safety briefings with immediate subordinates to ensure health and safety remains high profile.
* Foster and maintain a positive safety culture.
* Monitor activities at drills, incidents and training to confirm compliance with Brigade safety standards and training inputs.
* Report and investigate accidents, near misses and dangerous occurrences to your staff or other persons on premises that you control.
* Conduct reviews of safety management within your area of responsibility to ensure continual improvement.
* Report to your immediate line manager any shortcomings in the Brigade’s safety management system that you cannot solve yourself.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications (or equivalent skills) | * Proven experience in a similar Health and Safety role * NEBOSH Diploma or equivalent. * Chartered member of IOSH. * Participation in IOSH continuing professional development scheme * Experience of gap analysis regarding training needs. * Experience of use of computerised health and safety information management systems. * Experience of conducting safety audits, manual handling assessments, accident and near miss investigations, and risk assessments including general, display screen equipment, control of substances hazardous to health (COSHH). * Experience of consulting with senior management, representative bodies, and the Health and Safety Executive. | * Local Government and/or Fire Service experience. * Recognised formal Training qualification(s) * Experience of conducting noise assessments * ROSPA QSA, ISO45001 or ISO14001 auditor. * NVQ Level 5 in Occupational Health and Safety practice or equivalent * Fire Risk Assessor |
| Skills, Knowledge and Attributes | * Ability to undertake investigations, including accident and near miss investigations and root cause analysis. * A detailed working knowledge of current and emerging health and safety law and best practice and its practical application to policy issues. * Ability to operate in an environment with competing and demanding timescales. * Ability to produce written reports, interpret legislation, and produce policies and procedures on health and safety issues. * Ability to negotiate and produce practical solutions. * Be numerate and accurate with the ability to interpret statistical data and present information to a range of audiences. * Experience of operating in a performance management environment. | * Experience of working with other Fire and Rescue Services, authorities, agencies and organisations. * Working knowledge of Project Management methodologies. |

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| Personal Qualities | * Ability to represent the Service externally as required, locally, nationally and regionally. * Commitment to achievement of diversity and equality of opportunity. * Ability to work on own initiative and under pressure including prioritising and managing own workload. * Team player and the ability to build effective working relationships at all levels both internal and external of the Service * Conscientious, committed and self-motivated. * Flexible approach. |  |
| Special Factors | * Willing to work outside normal office hours as required, e.g. occasional evenings and weekends. * Willing to undertake further training, attend meetings and seminars, which may from time to time involve overnight stays. * Current valid driving licence. |  |