# Health & Safety Manager

## Role description

* **Salary:** Grade H
* **Location:** Any
* **Line manager:** Head of Assurance, Risk and Compliance
* **Department / Team:** Planning, Governance and Assurance Directorate

### Role summary

To actively develop, promote, and secure an effective Health & Safety management approach and culture across the charity.

### Key responsibilities

* To maintain a system for the management of Health & Safety to comply with the Health & Safety at Work Act 1974 and other relevant legislation.
* To keep up to date with developments in Health & Safety legislation and best practice and identify, manage and implement improvements as necessary.
* To act as the competent person as required under the Management of Health & Safety at Work Regulations 1992 and to ensure Sustrans is aware of its legal obligations as defined in the relevant legislation and regulations.
* To review and update the Health & Safety policy, procedures, standards, and generic risk assessments as required.
* To provide advice, guidance and support to colleagues in application of the Health & Safety policy to their work.
* To develop and maintain mandatory training on Health & Safety for all colleagues and provide additional training as required.
* To monitor compliance with the Health & Safety policy, manage reporting and review of incidents and near misses, and undertake Reporting of Injuries, Diseases and Dangerous Occurrences to the Health & Safety Executive as required.
* To provide regular reporting of Health & Safety matters to senior management and Trustees, and communications and briefings to colleagues as appropriate.

### Person specification

### Specific qualifications or experience required

* NEBOSH or other recognised Health & Safety qualification.
* Experience of maintaining a system for the management of Health & Safety in an organisation of comparable size.

### Specific/technical knowledge required

* In-depth knowledge of Health & Safety legislation and supporting regulations.
* Understanding of Health & Safety issues in the construction sector.

### Skills and abilities

1. Ability to deal with Health & Safety related incidents calmly, efficiently and effectively, ensuring appropriate action is taken and solutions found.
2. Confident to take decisions and actions and to escalate to other colleagues where appropriate.
* Good analytical and report writing skills.
* Strong presentation skills in person and virtually.
* Good IT literacy.

This document does not form part of the contract of employment but does outline our expectations. If we need to amend this document in the future we will consult with the post holder before doing so.

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We campaign to create healthier places and happier lives for everyone.

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