

LONDON COMMUNITY REHABILITATION COMPANY (CRC) – Job Description

Job title:	CP Project & Health & Safety Manager
Grade:	Band 5
Responsible to:	Head of Health and Safety (with dotted line to Director of Community Payback)
Responsible for:	CP Project & Health & Safety Officers
Location:	London

Main Purpose of Job

The CP Project and Health & Safety Manager is responsible for the CP Project and Health and Safety function, specifically:

- All aspects of health and safety in Community Payback (CP) across the London CRC; and
- Setting up and maintenance of CP Projects, thus enabling CP supervisors to deliver every project.

Responsible for providing technical health and safety, fire and, where appropriate environmental advice to London CRC managers and staff in Community Payback and any other locations where CRC staff carry out their work.

Lead and motivate a team of CP Project Health & Safety Officers to ensure compliance with all health and safety legislation in Community Payback.

Makes recommendations to the Director of Community Payback as to ways in which the quality of the CP service can be continuously improved.

Main Responsibilities / Duties

Leadership

- Undertakes line management responsibility for Community Payback Project and Health and Safety Officers as required, including: conducting performance reviews, developing staff, encouraging regular communication and ensuring high levels of employee performance;
- Ensures health and safety compliance in respect of all Community Payback projects and placements in London CRC, liaising as necessary with managers, service users and beneficiaries;
- Ensures the CP Project and Health and Safety Officers are fully setting up and maintaining all CP Projects, including that the appropriate PPE equipment is always on site.

Strategy & Delivery

- Works alongside logistics, business development, and operations to develop and implement a placement strategy, which is health and safety compliant and manages risk appropriately;
- Monitors and reviews health and safety policies, procedures and safe systems of work;
- Provides advice to Director of Community Payback, managers and supervisors on health and safety issues, including systems of safe working and risk assessment techniques;
- Ensures project inspections are undertaken and risk assessments are suitable and sufficient in conjunction with local Community Payback managers and Community Payback Project and Health and Safety Officers;
- Conducts audits on health and safety management systems and inform Deputy Directors/Head of HSE of areas of non-compliance;
- Investigates, analyses and reviews accident/incident reports and trends, and makes / implements approved recommendations;
- Ensures tools and equipment (including PPE) used by Community Payback projects and placements are adequate and wholly fit for purpose;
- Develops and/or delivers health and safety training as appropriate and ensures availability of training;
- Promotes a culture of continuous improvement, ensuring best practice in the quality of solutions across Community Payback;
- Monitors actual performance against budget;

Other Duties

- Must be willing to travel throughout the London Area, and, occasionally, beyond;
- Must be willing to work flexibly, including occasional work at weekends;
- Undertakes any other duties that are commensurate with the grade and nature of the role.

PERSON SPECIFICATION

Skills & Experience

- Graduate member (or above) of IOSH;
- Holds a NEBOSH Diploma in Occupational H&S (or equivalent);
- Experience providing professional occupational health & safety advice in a complex environment;
- Extensive health and safety advisory experience in large multi-sited organisation;



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| | <ul style="list-style-type: none">▪ Excellent knowledge and understanding of health & safety legislation;▪ Experience delivering effective health and safety training. An AET (Teaching for Life) certificate is desirable;▪ Experience of working with trade unions and promoting good joint working arrangements / relationships in the work place;▪ Experience of managing professional staff;▪ Experience in managing resources and effective financial management, including managing budgets;▪ Ability to make sound decisions in challenging and complex situations;▪ Ability to manage projects and conduct audits and inspections;▪ Ability to build relationships and networks with external bodies to better implement requirements;▪ Excellent communication skills, both written and verbal;▪ Excellent recording and IT skills. |
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