

## Kent County Council

### Job Description: *Head of Health & Safety*

---

<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Health and Safety</b>
<b>Grade:</b>	<b>KSL</b>
<b>Responsible to:</b>	<b>Director of HR &amp; OD</b>

### **Purpose of the Job:**

As head of profession lead, develop and deliver strategic and operational Health and Safety Management across KCC including schools. Determine organisation priorities to ensure the health, safety and wellbeing of employees and customers, compliance with legislation, associated standards and agreed targets. Act as the competent person for the organisation as required under Health and Safety legislation.

Maintain professional awareness of factors that may affect or influence KCC practice or have an impact on KCC's position and proactively manage Health & Safety risk to the organisation.

Lead, direct and manage complex projects designed to ensure effective risk management practices. Provide professional leadership to the H&S team, the divisional management team and the wider organisation.

### **Main duties and responsibilities:**

1. Determine KCC's strategic H&S priorities and objectives and ensure that these are delivered to the highest standard through the leadership of a professional H&S team to support high quality and efficient H&S Management.
2. Advise and influence on all H&S matters, identify strategic and operational implications, determine key priorities and define, set and deliver the health and safety action plan to ensure organisational compliance.
3. Lead the H&S agenda, through the development of innovative and effective outcome-focussed solutions in response to new and emerging health and safety issues. Direct the function to provide cost effective, efficient and professional services in line with financial and operating standards.
4. Design, promote and embed risk management practices (e.g. risk profiling) across the council and evaluate compliance through efficient auditing and monitoring systems in order to improve standards and safeguard people and the organisation.
5. Lead on identifying the H&S implications of legislative changes and best practice ensuring translation into KCC practice. Expertly advise on complex technical and

managerial queries and establish policies and procedures to support Members, Corporate Directors, senior managers and staff in the interpretation of wide ranging legislation and implementation of compliance standards.

6. Provide and coordinate expert advice across the full range of council services, including schools and commissioning and procurement processes to secure quality, efficient practice, and customer satisfaction.
7. Develop strong collaborative working relationships through joint and partnership working and sharing information, including developing procedures, attending management meetings and those with external agencies, including enforcement agencies to ensure consistent in-service delivery.
8. Proactively maintain an overview of the wider health and safety landscape and represent the function and KCC on national, regional and local bodies in order to influence developments, recognise potential impacts, and highlight issues to top tier management and/or Elected Members.
9. Ensure consultation and strategic engagement with Elected Members, CMT, and senior management teams through provision of reports and other information and being lead adviser within strategic groups and committees.

## **Organisational Responsibilities**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Head of Health & Safety*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• NEBOSH Diploma, NVQ6 - Level 6 or equivalent qualification.</li><li>• CMIOSH or equivalent with evidence of on-going CPD.</li><li>• Managing in KCC (or working towards)</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience of complex organisational health and safety management systems.</li><li>• Able to demonstrate a good understanding of the issues facing large, complex organisations ensuring the effective management of quality standards, health and safety, and risk management at all levels.</li><li>• Experience of managing and co-ordinating professional service delivery in a complex organisation.</li><li>• Broad, in-depth experience of a wide range of working environments, partnership relationships and good operational knowledge of relevant statutory demands and requirements.</li><li>• Experience of working within senior management within local government and/or other large organisations including HSE and/or other external agencies</li><li>• Established experience of effectively managing and delivering a range of key services within budget in a technical, commercial or business environment</li><li>• Experience of contributing to Business Planning and performance improvement processes</li><li>• Experience of undertaking complex investigations and providing recommendations on findings</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Personal confidence and drive to inspire and influence the development of health and safety culture.</li><li>• Highly developed staff management and client relationship skills delivered through effective leadership, negotiation and influencing skills.</li><li>• Ability to navigate difficult situations whilst,</li></ul>

	<p>developing and maintaining constructive relationships.</p> <ul style="list-style-type: none"> <li>• Excellent organisational, interpersonal and communication skills, both oral and written.</li> <li>• Consistent ability to assimilate strategic proposals into deliverable outcomes and balance conflicting demands</li> <li>• Ability to influence and negotiate at a strategic, professional and political level, both locally and nationally in order to ensure that the best interests of the Councils are met</li> <li>• Ability to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services to the public.</li> <li>• Budget management skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of current and impending issues in health, safety and risk management fields and deep understanding of the potential impact and means to mitigate risk to a sensible level.</li> <li>• Excellent awareness of statutory requirements, national and corporate policies and legislation, organisational obligations and implications of variations in service delivery models.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> <li>• Knowledge of Data Protection and confidentiality issues</li> <li>• Knowledge of the complex political and democratic processes within local government, together with an understanding of the relationships with other local authorities and statutory bodies</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p>

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)