



LONDON BOROUGH OF MERTON

Corporate Services

JOB DESCRIPTION

POST TITLE: Head of Safety Services

Grade: MGC

DIVISION/SECTION: Corporate governance

Location: All London Borough Of Merton owned managed and maintained property.

Responsible to: AD Corporate Governance, Chief Executive and Director of Corporate Services

Responsible for: Providing strategic and operational management and advice on Health & Safety, emergency planning and business continuity to the Chief Executive, The Directors, ADs, Members, managers, staff and members of the public across the authority including Committees.

Responsible for 5 staff. Deputising for the Chief Executive at the Sub Regional Resilience Forum and the multi-agency Borough Resilience Forum. Deputising for the Assistant Director at management team meetings.

Direct Reporting to the Chief Executive and Director for Corporate Health & Safety management and Civil Contingency Planning.

Post number: Z01259

Date: 01/07/2014

1. MAIN PURPOSE

- The post holds the statutory responsibility and accountability as the authorities lead Health and safety professional in respect of the organisation's compliance with the Health and Safety At Work Etc Act 1974 and the Lead professional accountable in respect of the Local Authorities compliance with the Civil Contingencies Act 2004 reporting to Chief Officers and Members.
- To lead, develop and manage the Council's statutory safety management strategy. Developing and embedding the policies necessary to drive through the implementation of systems and arrangements within the strategy to achieve compliance with statutory duty under the Health & safety At Work Etc Act 1974, relevant UK and EU legislation.
- To lead, develop and manage the strategy and implementation of the Council's preparedness in respect of response and resilience in accordance with the duties under to Civil Contingencies Act 2004.
- To work with senior managers across the organisation, championing best practice and assessing controls to enable services to deliver effective safety and emergency management in their arrangements.
- To assure the provision of professional Safety Services for strategic and operational planning and advice to the Chief Executive, Directors, Heads of Service and managers across the organisation.
- To pro-actively contribute to Corporate Management Team / Departmental Management Team meetings as required and representing the council at meetings with external agencies.

2. MAIN DUTIES AND RESPONSIBILITIES

- To provide strategic and high level operational advice to Members, Corporate Management Team, the Director, Assistant Director, managers across the authority including committees on matters of safety, resilience and recovery.
- To develop and implement the corporate strategies, policies and business plans across the council to meet required current industry and legislative standards in health, safety and welfare, emergency planning and business continuity.
- To lead and provide focus to ensure that plans policies and procedures are embedded across the organization

- To manage and provide focus for the Safety Services team and ensure that effective professional support services are provided on a corporate basis across the council.
- To act as corporate client and provide professional challenge on the development and implementation of service policies departmentally. Giving focus to departments on areas for improvement taking action to resolve problems in delivery.
- To act as statutory lead and multi-agency risk champion for all borough risks at the Borough Resilience Forum. Representing the borough and SW group representative at the London Authorities Implementation Group and sub-regional civil contingencies planning meetings.
- Act as the Authorities Appointed Person for the management of Asbestos under the Control of Asbestos Regulations 2012. Develop and implement the strategies, policies and arrangements to manage asbestos containing materials in all Merton owned, managed or maintained properties and in particular all Merton controlled schools and education premises.
- To establish and maintain close working relationships with neighboring boroughs, partner agencies and statutory bodies for the benefit of the borough and its citizens.
- To act as Merton first point of contact for the Metropolitan Police Borough Commander in respect of crime and disorder and community tension issues, ensuring that information is acted on based on professional judgment and circumstance.
- To represent the Council in any enforcement or legal proceedings that may arise from investigations by statutory bodies.
- To keep abreast of professional and legal developments in the field of health and safety, emergency planning and business continuity and ensure that these support services and council departments operate in accordance with modern good practice.
- To represent the authority and lead liaison with recognized trade union representatives, statutory bodies and relevant external partners in connection with the statutory duties under health and safety and civil contingencies legislation.
- To manage the Safety Services team and develop strategies around the core activities to provide support services in accordance with council policies and procedures, legislative and regulatory requirements, and to ensure the integration of safety risk management as part of the council's corporate governance.

- To be responsible for the team budget and to ensure that effective financial management processes are maintained within Safety Services.
- To liaise with departmental budget holders for the provision of departmental contingency funding for emergency preparedness, resilience, recovery and business continuity planning.
- To keep records of and review annually the councils performance against good practice safety and emergency planning standards and effectiveness.
- To lead and proactively participate in intra and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Safety Services Division.
- To represent the Chief Executive, Director, Assistant Director, or Council as appropriate at internal and external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Chief Executive, Director and Assistant Director.