

Job Description

Job Title: Health and Safety Manager

Department: Buildings and Renewal

Grade: F

Location: Barbican Centre

Responsible to: Head of Health and Safety

Responsible for: Providing competent health and safety advice and assistance to the Barbican Centre in managing health and safety. Providing expertise and practical guidance on the statutory requirements to manage workplace risks including CDM.

Purpose of Post

To support the Barbican, and the Head of Health and Safety, in implementing and operating our health and safety management system. To provide competent advice, expertise and guidance in health and safety matters to enable responsible persons to manage the risks and opportunities to continually improve health and safety performance. Be the Barbican's expert providing advice on statutory requirements and guidance on the management of workplace risk including CDM as part of a health and safety management system.

Main Duties & Responsibilities

1. Provide competent health and safety advice to ensure compliance with legal requirements and the Corporate Health and Safety Policy and standards.
2. Advise on technical requirements, processes and procedures to enable the Barbican to meet statutory requirements.
4. Develop and produce health and safety standards, policies, systems of work, guidance and risk assessments, ensuring the information is kept up to date and reflects changes in legislations, best practice and operational delivery.
5. Monitor changes to legislation and good practice/industry guidance that significantly impacts on the Barbican and disseminate relevant information and provide advice on the practical application to the Barbicans activities.
6. Develop and review content on the health and safety pages of the Barbicans intranet site.
7. Support and advise responsible managers on assessing risks, developing risk controls and maintaining suitable records within their area of responsibility.
8. Support the Barbican's management and the Head of Health and Safety to monitor and analyse reported incidents, review the health and safety performance and monitor organisational health and safety performance indicators.

9. Where necessary, perform and support audits, compliance monitoring, inspections, and incident investigations to ensure health and safety compliance. Co-ordinate a programme of health and safety inspections. Monitor close out of corrective actions from internal and external audits, inspections, and investigations.
10. Attend and provide advice to local health and safety meetings and prepare reports and recommendations where required.
11. Lead or participate in working groups as required, for delivery of specific health and safety projects. Advise on development of designs and delivery of Barbican Renewal
12. Coach and support staff to consider health and safety, including CDM risks, when planning projects and significant change.
13. Form positive relationships with key internal stakeholders, including the Corporate Health & Safety team and Health and Safety Professional Network, for the furtherance of high standards of health, safety and wellbeing and to influence decision-making on health and safety issues where appropriate. Identify and liaise with relevant external stakeholders.
14. Support the Barbican with communication and consultation on health and safety. Run or assist with campaigns and initiatives for the positive promotion of health and safety.
15. Advise on health and safety training requirements and assist with sourcing suitable training providers and courses. Carry out quality control on delivery of courses.
16. Participate in networking with internal and external health and safety professionals, including the City Corporation's Health and Safety Professional Network. Support the professional development of Health and Safety Team members.
17. Deputise for the Head of Health and Safety when required and for continuity of service.
18. Such other duties temporarily or on a continuing basis as may reasonably be required by the Head of Health and Safety, commensurate with your grade.
19. Actively seek to implement the City of London's Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Person Specification

Job Title: Health and Safety Manager

Department: Buildings and Renewal

Grade: F

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

1. NEBOSH Diploma or equivalent (essential) (A)
2. NEBOSH Health & Safety in Construction certificate or equivalent CDM qualification (desirable) (A)
3. A Chartered member of IOSH (CMIOSH) (desirable) or a Certified member of IOSH with a willingness to become chartered (essential) (A)
4. Maintaining adequate CPD to maintain professional IOSH membership (essential) (A)

Experience Required

1. Significant experience in a role in health and safety management in a large and diverse event based organisation, providing competent advice on a wide range of risk areas including CDM (A,I)
2. Experience of planning, implementing, monitoring and continually improving the health and safety management of risks across a range of working environments (I)
3. Experience of writing policies, standards, risk assessments, reports and communications in respect of the management of health safety issues, taking account of organisational requirements, any relevant legislative requirements and the target audience. (A)
4. Experience of developing, reviewing and working with internal and external stakeholders to produce an organisation's first aid needs assessment (I)
5. Experience of successfully working with recognised Trade Unions on health and safety matters (A&I)

Technical Skills & Knowledge

1. Excellent knowledge of current health and safety legislation. (I)
2. Excellent knowledge of management systems for health and safety. (A)
3. Ability to analyse health and safety concerns, identify underlying issues, interpret data and communicate the issues and implications to others, presenting information in a professional format such that it is understandable. (A,I)
4. Excellent oral and written communication skills, demonstrating the ability to put across complex information on health and safety issues in a straightforward and understandable way. (A,I)
5. Proven ability to write reports, plans, policy and procedural documentation in the management of health and safety issues.
6. Strong problem-solving skills with a pragmatic approach to solutions, in order to balance business needs against legislative requirements. (A,I)
7. Ability to identify relevant priorities and to plan and manage health and safety projects and workloads to deliver necessary changes and to meet service requirements. (A,I)

8. Ability to research a wide range of health and safety topics and use this to inform service development . (A)
9. Ability to be innovative and creative in approach to the communication and promotion of health and safety in a complex organisation. (A,I)
10. The confidence to deal effectively and professionally with a variety of people at all levels, ensuring all necessary legislative requirements and City Corporation standards are followed. (I)
11. Consultative and facilitative style of service delivery with strength of character to ensure business areas meet their responsibilities. (I)
12. Good influencing and motivating skills and the confidence to deal effectively and professionally with a variety of people at all levels including trades unions Able to build relationships based on trust and confidence in order to foster an environment of co-operation and collaboration on the management of health and safety issues . (A,I)
13. Able to work effectively as part of a team or to work autonomously by own initiative. (A,I)
14. A good level of IT and number literacy, including a good knowledge of Microsoft Office applications including Outlook, Word, Excel, SharePoint and PowerPoint. (A)

Other Relevant Information

1. Ability to act with discretion and to maintain confidentiality. (A)
2. Flexible approach, able to adjust hours to meet business needs where required, (A,I)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £55,300 to £62,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

barbican

We are London's
Creative Catalyst
for arts, curiosity
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

barbican.org.uk/values

