

## Job Description - Health and Safety Manager (PB3)

### Job Summary

Reporting to the Head of Health, Safety and Technical Training, the role provides a framework of policy, advice and guidance to the business. It requires someone confident in engaging colleagues, dynamic with attention to detail and the ability to reduce complexity and improve standards for colleagues and customers alike.

The role includes the promotion and development of a positive safety culture, managing a team of SHE Advisers, providing technical guidance to the business on all matters of health and safety and best practice within the industry, incident investigation and developing policy and practice across the business.

The successful individual will also be responsible for providing risk management advice to other areas of the organisation and to the wider industry and business partners.

### Key Responsibilities & Accountabilities

- Ensuring compliance and performance within a hazardous and multi-disciplinary organisation.
- Driving change, best practice and developing a proactive safety culture.
- Leading and developing a team of advisers working with operational business units to meet all regulatory requirements, identify and action trends.
- Monitor and report compliance gaps to the Senior Leadership Team, Board and wider organisation.
- Coaching and developing senior stakeholders to drive proactive change and improvement
- Assisting business units with accident investigation to identify containment, corrective and preventative actions in a timely manner
- Managing and developing a team of health and safety advisers
- Working with the Head of HS&TT to develop corporate policies and risk registers
- Engaging staff at all levels in current projects and strategic objectives.
- Provide management information to the organisation (leading and lagging) to ensure priority agenda items remain visible.
- Review and update Policy/Process/Guidance (PPG) documents as required.
- Develop & maintain a corporate risk register and associated documents
- Developing, refining and implementing suitable H&S management software and systems
- Developing and delivering communications to a wide range of stakeholders to promote proactive health, safety & wellbeing management and culture
- Work with the wider organisation to ensure standards are complied with and investigations are completed in a timely manner.
- Deputising for Head of Health and Safety and Technical Training in relevant situations

### Location-Specific Information (optional)

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### Skills, Knowledge & Experience

#### Essential Professional and Technical experience

- Managing a team to produce demonstrable results;
- Engaging and mentoring team members and colleagues in the wider organisation.
- Experience of providing health and safety advice and support to a complex and demanding organisational service;
- Experience of developing and applying organisation policy to ensure compliance with legislation;

- Engaging with staff at all levels to understand work programmes, share best practice and develop a positive health and safety culture;
- Leading and supporting accident investigations.

### Desirable Professional and Technical experience

- A good understanding of technical forestry, land management and countryside recreation;
- Experience of working closely with stakeholders to achieve discernible positive outcomes;
- Auditing against ISO standards and an understanding of the continuous improvement cycle.
- Development and delivery of relevant training

## Qualifications

### Essential

- As a minimum, NEBOSH certificate or equivalent
- Chartered Membership of IOSH or working towards

### Desirable

- Auditing qualification

## Success Profiles

Experience  
Ability  
Technical  
Behaviours  
Strengths