

Job description

Head of Health, Safety and Wellbeing

- Grade: PO10
- Reports to: Director of Human Resources
- Direct reports: 6
- Your team: Health, Safety and Wellbeing
- Service area: Human Resources
- Directorate: Resources

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The Head of Health, Safety and Wellbeing leads the council's strategic approach to creating safe, healthy and supportive working environments. The role provides expert advice, assurance and leadership across the organisation, acting as the council's competent person

and leading the Health, Safety and Wellbeing team. Through effective systems, training, prevention, investigation and partnership working, the postholder will strengthen compliance, improve practice and support a positive safety and wellbeing culture that enables colleagues to deliver excellent services for residents.

Key responsibilities

- Lead the Health, Safety and Wellbeing team to provide expert advice, support and assurance across the council, including schools.
- Act as the council's competent person under the Management of Health and Safety at Work Regulations 1999, providing professional advice, reports and recommendations to support statutory compliance and good governance.
- Develop and deliver a council-wide health, safety and wellbeing strategy that strengthens prevention, early intervention, psychological health, resilience and positive wellbeing.
- Establish effective training strategies and systems to identify, monitor and build health, safety and wellbeing competence across the organisation.
- Work with HR colleagues, managers, staff networks, trade unions and partners to embed proactive wellbeing approaches, including stress risk management, trauma-informed support, occupational health insight and reasonable adjustments.
- Procure and manage health, safety and wellbeing services, including occupational health and Employee Assistance Programme contracts, ensuring they provide timely, high-quality support, promote recovery and attendance, and enable reasonable adjustments.
- Use data and insight to analyse risks and trends, including serious incidents, near misses, work-related stress, ill-health and absence, and develop plans that improve prevention, compliance and wellbeing outcomes.
- Design, consult on and promote corporate safety management systems, policies and guidance, including risk assessments, audits, COSHH, RIDDOR and DSE arrangements.
- Lead investigations into complex safety and wellbeing-related incidents, making recommendations that prevent recurrence and reduce accidents, work-related ill-health and lost time.
- Represent the council on health and safety matters with external bodies, including the Health and Safety Executive and the London Fire Brigade, and oversee statutory notifications and returns.
- Manage an approximate £500k health, safety and wellbeing budget, ensuring effective financial planning, contract management, value for money and high-quality service delivery.
- Any additional duties consistent with the grade and level of responsibility of this position,

for which the holder possesses the required experience and/or training.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Degree in Occupational Safety and Health, NEBOSH Diploma or other recognised H&S qualification (or equivalent)	Essential
2	Certified Member of the Institute of Occupational Safety & Health and working towards chartered membership (CMIOSH)	Essential
3	Comprehensive knowledge of health, safety and welfare subjects, safety law and practice, safety management systems and ability to use a range of source information to advise on regulations and codes of practice.	Essential
4	Extensive experience in advising on a broad spectrum of health, safety and welfare matters to staff/stakeholders at all levels across a large organisation.	Essential
5	Experience of developing, promoting and monitoring implementation of strategic programmes and systems for the management of health, safety and welfare.	Essential
6	Experience of producing effective policies, procedures and guidance on health, safety and welfare issues and presenting them to senior leaders.	Essential
7	Experience of developing and delivering training programmes relating to H&S.	Desirable
8	Experience of developing and managing service level agreements and business plans for the provision of services to meet the H&S needs of the organisation.	Desirable
9	Experience of managing and motivating a team to deliver service improvements	Essential

10	Excellent communication skills with the ability to engage with staff/stakeholders at all levels to ensure compliance with H&S legislation.	Essential
11	Strong writing and presentation skills with the ability to produce and present clear and convincing reports relating to H&S matters.	Essential
12	Ability to lead on the development and implementation of projects and work effectively under pressure and within tight deadlines.	Essential
13	Ability to manage a significant budget, around £500k, alongside financial and administrative systems necessary for the delivery of a cost-effective, high-quality service.	Essential
14	Able to lead as an investigation officer on complex H&S incidents.	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.