

JOB DESCRIPTION

JOB TITLE:	Project Safety Manager
DIRECTORATE:	Housing
JOB EVALUATION NUMBER:	A13073
BAND:	11
RESPONSIBLE TO:	Housing Compliance & Safety Manager
RESPONSIBLE FOR:	
MAIN PURPOSE OF POST:	Managing and Coordinating Health and Safety across the Design and Programmed Works Teams. To manage and supervise capital works schemes in accordance with the Council's Housing and Development strategies ensuring full compliance with Health and Safety in the role of Principal Designer. To carry out inspections and H&S audits on all capital programmes, project schemes, providing reports and recommendations as necessary to project delivery teams and/or senior management. To manage and provide Health and Safety services and ensure Housing Services complies with the Construction, Design and Management Regulations. The preparation and writing of pre and post CDM and Health and Safety documentation for the Council's capital building and building refurbishment programmes ensuring legal compliance.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To be fully responsible for any project allocated by the Housing Compliance and Safety Manager, including programming, procurement, management of consultants, site visits and reports. The post holder must ensure that work is satisfactorily completed within the agreed timetable, budget and service standards.
2.	Manage the development of allocated H&S schemes through all stages as requested including planning, procurement and delivery stages. Ensure all developments are quality assured during the construction phase.
3.	To lead on the procurement, delivery and management of H&S management and contract management ICT systems and work closely with managers to facilitate the implementation to all teams as required.

4.	To manage project delivery expectations of both external and internal contract delivery teams in relation to H&S.
5.	Produce and maintain development procedures, design and construction briefs, ensuring that they accord with best practice and deliver 'safe' effective schemes in accordance with the Council's Contract Procedure rules.
6.	Assist with the preparation of management reports including but not limited to monthly progress reports, cost reports and scheme design reports.
7.	Identify and act upon technical, planning, ecological, environmental and regulatory matters affecting site development.
8.	Keep updated on changes in legislation, best practice and housing issues.
9.	Build and maintain effective relationships with internal and external stakeholders.
10.	To provide CDM services and ensure Housing Services complies with the Construction, Design and Management Regulations
11.	To advise members of the Council, Council Departments and where appropriate other individuals or organisations on all matters relating to Construction Design and Management and Health and Safety related to construction.
12.	To manage, prepare and coordinate the CDM and Health and Safety documentation for the Council's capital building and building refurbishment programmes ensuring legal compliance.
13.	To advise, assist and support the in-house client with their duties under the CDM Regulations.
14.	To be responsible for notifying the HSE of the details of construction projects F10 as required.
15.	To be responsible for the coordination of all health and safety aspects of design and construction work and coordinate the work of others involved in the project. Required to coordinate the workloads of teams.
16.	To manage the flow of H&S information between clients, designers and contractors.
17.	To prepare/update the health and safety file during works and on completion of the project.
18.	To be responsible for undertaking Health & Safety Inspections and Audits as necessary during the contract period for both external contractor sites and internally delivered capital work schemes.
19.	Organise training and ongoing necessary CPD for staff in the team to allow them to carry out their duties and maintain the necessary knowledge and skills for CDM and Health and Safety.
20.	To represent the Housing Service in consulting and informing a variety of stakeholders including Elected Members, Community Groups, Tenants and Residents, Service users and other agencies on the area of activity as required by the Service Manager.
21.	Deputise for the Housing Compliance and Safety Manager as required.
22.	To actively seek to continuously deliver a high-quality level of service to external and internal Customers.
23.	Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Special features of post

Political Restriction	No
Vetting Checks e.g Disclosure and Barring Service (DBS)	No
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DATE:	2024

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Knowledge and familiarity of managing procurement, contracts and current legislation relating to construction projects and compliance with Health and Safety.	Application Form/Interview
A detailed knowledge of the current Construction, Design and Management Regulations and duties and ability to manage and direct teams to comply with Health and Safety legislation.	Application Form/Interview
Able to write clear, concise reports dealing with complex technical issues and advise team members within the service.	Application Form/Interview
Able to understand, adhere and manage complex regulations and procedures and to effectively assimilate procedural and technical detail.	Application Form/Interview
Able to prioritise workloads to meet required targets/deadlines.	Application Form/Interview
Ability to lead, coordinate and motivate teams.	Application Form/Interview
Ability to use Microsoft Office Suite, Health and Safety and project management packages.	Application Form/Interview
A current, full driving licence	Application Form/Interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Skills and abilities in the management of complex projects.	Application Form/Interview
Knowledge of contract administration, terminology and procedures.	Application Form/Interview
Ability to manage projects from inception to completion, including all aspects of contract administration, quality assurance and budgetary management and control.	Application Form/Interview
Able to consult, negotiate, influence, persuade a wide range of people and maintain working partnerships and relationships both internally and externally	Application Form/Interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience of CDM/Health and Safety work, associated procedures and practices.	Application Form/Interview
Previous experience in the following areas: a. Project lead and construction management including contracts and budget management. b. Collaborative/partnership working c. Construction Health and Safety compliance and quality assurance management; coordination of the design and construction process.	Application Form/Interview

Desirable

Desirable experience	Assessment method
• Experience of Local Government or Public Services property management environment	Application Form/Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Educated to HNC level or equivalent in a construction related discipline	Application Form/Interview
Current and relevant Health and Safety qualifications including NEBOSH in Construction and SMSTS	Application Form/Interview
Driving Licence	Application Form/Interview

Desirable

Desirable qualifications	Assessment method
Currently hold CMIOSH	Application Form/Interview

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 2

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 2

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 2

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: 2

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: 2

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: 2

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: 2

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: 2

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: 2

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.