

Dear Candidate

Health and Safety Manager

Thank you for your interest in this role.

We are a Company on an ambitious growth journey. We are also a Company that aims to put safety at the heart of everything we do and this role is key in helping to deliver against our ambition.

We are hoping to find someone who can offer a blend of technical skills and a real-world, pragmatic attitude to safety.

There is more information about the role below. We'd like a CV and covering statement telling us how you match what we need. If you would like to talk before making an application or need any more information, please get in touch.

We look forward to hearing from you.

Martin Shields

Head of Health and Safety

martin.shields@odsgroup.co.uk

07824483225

ODS Overview

ODS has existed for many years, born out of the need to maintain Oxford City Council's housing stock, parks and streets. It was formally established in 2012 to serve the community's needs and provide commercial services where capable.

In 2018, ODS was made a wholly owned company by its sole shareholder, Oxford City Council. It is now made up of two companies that work together to deliver cost-effective public and commercial services.

Becoming a separate entity opened ODS up to new possibilities and ambitions. We are building more homes and maintaining streets, parks and properties. We are constructing more highways and buildings. We are providing more managed services, repairing vehicles, conducting MOTs, recycling waste, controlling pests and removing trees. We are working for more local authorities, businesses, schools, universities and residents now across the county. We are one of Oxfordshire's biggest trade employers with over 600 people and provide a great place to work.

Health and safety is one of our core values and a top priority for the business. This role is focused on both consolidating the excellent work to date and helping to drive and develop the function further.

We are here to build a new kind of business, a better business, a business that's good for everyone. One that creates a more inclusive and sustainable economy that balances purpose and profit; one that considers the impact of decisions on employees, customers, suppliers, community and the environment. We call it "doing good".

Our values are rooted in our public sector heritage: our service delivery is nimble and commercially-minded but also committed to 'doing good for both the communities we serve and the wider world.

By building this commitment to doing good into the development of our business services, we deliver a positive social, environmental and economic impact

You can learn more about us here: <https://www.odsgroup.co.uk>

The core values of our business are:

Commitment

We deliver on our promises and do what we say we will do
We take personal responsibility to make things happen

Aspiration

We are all champions of ODS, everyone getting a service from us will tell their friends and family how good it was
We try new things, find different ways to do our jobs and develop our services

Respect

We are thoughtful and considerate to customers, clients, colleagues and our environment
We know how we do things is just as important as what we do, and we will do what is right

Engagement

We achieve our goals through co-operation and teamwork, creating a friendly and welcoming place to work
We challenge things that we do not think are right and expect others to listen

Safety

We commit to being safe in everything we do
We take personal responsibility for our safety and the safety of others

ODS Aims

- ✓ To build on our proud and long heritage of working for the community and the people in it
- ✓ To employ and invest in people locally that share our passion and commitment
- ✓ To deliver services that respond to our customer's needs quickly and always with safety as our priority.
- ✓ To provide value for money services and generate income

Safety in ODS is a top priority for the business and as such requires a dedicated in house team to support and provide guidance to the business and managers of operational teams.

The team currently consists of the Head of Health and Safety, 1 Asbestos Technician and 1 H&S Support Officer. One member of the Highways team recently completed the SHE apprenticeship and is working as a compliance officer for highways although it is envisaged that this role will also come into the H&S team and the role you are applying for will eventually line manage, mentor and develop this person as part of the team.

The role primarily focuses on the building services directorate and supports the major construction team in delivering the larger construction projects for both Oxford City Council and commercial clients. An in-depth understanding of the CDM regulations and duty holder roles is essential as this will support the development of the construction team in delivering the projects and communication with the commercial and Oxford City Council property services teams as Clients.

There is also a large aspect of the role focussed on the development of organisational and corporate strategies to develop the safety culture within the business, supporting the head of health and safety and deputising where necessary.

We are currently on the path towards 45001 accreditation and are in the gap analysis and planning stages of this journey so the ability to support this initiative through previous experience and knowledge is also helpful.

This is an opportunity to develop towards a pivotal role in the leadership team of a growing business. Whilst technical competence and experience are important, what matters just as much is a pragmatic, collaborative approach to continuing to embed safety into everything we do.



Job Description

Job Title	Health and Safety Manager		
Grade and Salary	G10: £50,302 to £52,189 per annum		
Location	Horspath Road with travel to other depot locations within the Oxford City ring road (Hybrid working potential)		
Service Area / Directorate	Health & Safety		
Responsible To	Head of Health and Safety	Direct Reports	Potentially 1
Budget (£)	N/A	Assets	None
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	select
Candidate Screening	Standard DBS Certificate		

This job is 'doing good' by

- Having a broad range of experience and excellent technical knowledge and ability, the role will support the business by:
- Undertaking a leading role in embedding the principles and practice of excellent construction and property maintenance related health & safety with duty holders, ensuring compliance, quality assurance and adoption of best practice in business as usual activity.
- Working across the organisation, advising and supporting all levels of the workforce to continuously improve safe work practices and develop a robust and sustainable mature safety culture that is led by safe behaviours.
- Advising and supporting the wider organisation across all activities and service areas as a member of the ODS Safety Team and playing an active role in ensuring that safety remains a guiding principle and value in ODS.
- Taking ownership of the issues and problems that arise and work with managers and workforce to resolve them.

Responsibilities and main duties

- To further embed a health and safety culture so that it becomes part of the 'way we do things'
- To lead in the provision of advice and guidance for construction and property related H&S activities, resolving queries and providing client, designer and contractor advice
- Deputise and be a point of contact for the ODS Safety Team in the absence of the Head of Health and Safety
- To drive continuous service improvement, challenging existing practice and actively seeking ways of achieving greater outcomes and leaner delivery. This includes challenging traditional thinking and pursuing innovation.
- To assist and support with investigating and reporting as necessary on accidents which involve ODS employees, members of the public and contractors and provide relevant advice to managers on actions taken.
- Working with others, to improve, promote and ensure compliance in Health & Safety and ensure that the approach contributes towards delivering excellent customer service, increased efficiency, productivity and helps enable income growth.
- To undertake auditing, inspection and compliance activities ensuring all activities meet the necessary legislative requirements, including site visits as required
- To lead on and drive improvement in pre-construction and construction phases and the development of construction information, construction phase plans and H&S files.
- Reporting at senior level on health and safety matters across the business and in particular all matters relating to Construction, building services and CDM compliance.
- To contribute towards the business' delivery of the Corporate and service plans using appropriate organisational tools, policies and procedures including: Service planning, Service performance, risk management and reporting, Investigation outcomes, Learning & development, standard operating procedures, feedback from safety related meetings and safety focus groups.
- To assist in identifying health & safety training needs and the delivery of health & safety-related training.
- To undertake as necessary inspections of premises / activities to ensure compliance with health and safety standards

- Lead on the development and delivery of high quality tools, templates and guidance documents to ensure compliance with legislative requirements, primarily for the construction and property maintenance related activities however all safety related business activities are in scope.
- Undertake continued professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills.
- Potential to line manage and develop new members of the team as it develops.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

- NEBOSH General and Construction qualified
- Level 6 or equivalent qualification in health and safety practice
- Minimum Graduate status of IOSH and working towards Chartered
- Excellent demonstrable technical ability
- Experience of changing / improving the health & safety culture in an organisation through behavioural change
- Experience in construction and property maintenance safety
- Ideally experience in wider local authority statutory requirements such as waste collection, civils and highways, street cleansing and wider environmental activities
- Experience of ISO implementation such including 45001:2018 desirable
- Full UK License holder and access to own transport