

Job Description

Job Title	Strategic Health, Safety, and Wellbeing Lead
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	11
Competency Level	3
Salary	£63,819 - £70,608
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Not applicable
Job Evaluation Ref No	A10331

Job Purpose

To provide strategic leadership, professional assurance and integration across health, safety and wellbeing, ensuring the Council and its maintained schools meet their statutory responsibilities while developing a preventative, inclusive and evidence led Health, Safety and Wellbeing culture.

The role provides senior level assurance that the Council has effective, proportionate and legally compliant arrangements in place for managing health, safety and wellbeing risks across the organisation and maintained schools, and that these

arrangements are embedded, understood and operating effectively through robust governance, leadership and culture.

Directly Responsible For:

Health and Safety Lead x 2

Wellbeing Lead

Directly Responsible To:

Head of Organisational Development

Main Areas of Responsibility:

- Provide strategic leadership and corporate assurance across health, safety and wellbeing, ensuring the Council has effective, proportionate and legally compliant arrangements that are embedded, understood and operating effectively
- Lead the development, implementation and review of an integrated Health, Safety and Wellbeing Strategy aligned to organisational priorities, organisational development programmes and cultural change ambitions
- Act as the Council's senior professional advisor on health, safety and wellbeing, providing insight, constructive challenge and assurance to senior leaders, elected members and governance forums
- Provide strategic oversight of the Health and Safety function, ensuring effective governance, policy, audit, incident investigation, learning and regulatory engagement, including oversight of serious incidents to ensure appropriate assurance and organisational learning
- Lead monthly, ad hoc and annual reporting on health, safety and wellbeing, presenting high quality performance and assurance reports to Corporate Management Team, Audit Committee and other governance forums

- Oversee the commissioning, contract management and performance of occupational health and wellbeing services, ensuring quality, value for money, integration with internal services and delivery against agreed outcomes and statutory requirements
- Ensure effective use of data, insight and intelligence across health, safety and wellbeing to identify risk, inequality and opportunity, evaluate the effectiveness of organisational systems and drive continuous improvement and proactive prevention
- Lead and manage statutory consultation with trade unions on health, safety and wellbeing matters to ensure effective working relationships and legal compliance
- Embed learning from incidents, audits, absence trends and employee feedback into organisational improvement, supporting psychologically safe, healthy and inclusive workplaces
- Work collaboratively with Property Services and other internal teams to ensure Council buildings and workplaces are maintained, compliant and safe, providing professional oversight and holding services to account for the timely delivery of actions arising from audits, inspections, risk assessments and accident or incident reporting
- Lead the strategic development and oversight of traded health, safety and wellbeing services to schools, ensuring the offer remains commercially competitive, customer focused and financially sustainable, with clear service standards, effective performance monitoring and continuous improvement
- Maintain strong links with professional bodies, core cities and regional and national partners to ensure the Council remains informed of best practice, emerging developments and innovation in health, safety and wellbeing

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- No exceptional physical demands; the role requires sustained use of IT and attendance at meetings

Corporate Responsibility:

- Contribute to the delivery of the Council Plan

- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Chartered membership of IOSH or equivalent senior-level professional credibility in health, safety and wellbeing (A, I)

Desirable

- Training in mental health, occupational health, wellbeing, inclusion or related areas

Experience

Essential

- Significant experience operating at a strategic level across health, safety and wellbeing (A, I)
- Experience of advising, influencing and constructively challenging senior leaders (A, I)
- Experience of developing strategy, governance, assurance frameworks and performance reporting (A, I)
- Experience of strategic contract management, including commissioning, performance management and continuous improvement, with the ability to assure quality, value for money and compliance with contractual and statutory requirements (A, I)

- Experience of reviewing and assuring the effectiveness of organisational systems for health, safety and/or wellbeing (A, I)
- Experience of working collaboratively with trade unions and a wide range of stakeholders (A, I)

Desirable

- Experience in local government or a large, complex public sector organisation
- Experience embedding health, safety and wellbeing into organisational culture and leadership practice

Skills/Abilities

Essential

- Strong strategic communication, influencing and report writing skills (A, I)
- Ability to evaluate complex systems, identify gaps and provide proportionate, evidence-based recommendations (A, I)
- Confidence working with regulators, auditors or external assurance bodies (A, I)
- Experience using data and insight to drive preventative action (A, I)
- Ability to lead, support and challenge senior professional specialists, enabling autonomy while maintaining clear strategic direction and accountability (A, I)

Desirable

- Highly developed professional judgement, balancing risk, wellbeing and service delivery

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

