

Directorate: Service area:	Resources HR - People Solutions
Accountable to:	Delivery Lead - People Relations
Accountable for:	Budget:£100k -£ 250k cost centre manager or influence over Staff headcount: 11
Politically restricted post	No
Delivery teams:	Health, Safety and Wellbeing (traded and non-traded)

Context

The Team Lead will be responsible for the effective management and delivery of the traded and non-traded health, safety and wellbeing (HSW) service.

You will have an active role within our service team, supporting the Service Manager and Delivery Team Leader/s in achieving our organisational vision and outcomes. You will work in partnership with our Commissioning Team Leaders and alongside the Health, Safety and Wellbeing Technical Specialist to ensure delivery of a professional, effective and compliant HSW service.

You will manage the team and activities to ensure that they meet the outcomes of the service delivery plan. You will develop and maintain excellent, professional working relationships with a range of key stakeholders including managers at all levels, statutory partners, service providers and customers.

This role will lead and develop a HSW service that will support and advise all managers and customers to find solutions to enable them to effectively manage health, safety and wellbeing in their services/schools/business.

Specific role assignment

Delivery responsibilities	<p>Delivery of the Health, Safety & Wellbeing Service with specific responsibility for:</p> <ul style="list-style-type: none"> ○ Health & Safety & Wellbeing ○ Employee Health & Wellbeing ○ Occupational Health Provision ○ Employee Assistance Programme Provision ○ Traded Health, Safety & Wellbeing Service delivery and growth strategy ○ Control of Substances Hazardous to Health audit and training programme ○ Management of H&S audit programme
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	<ul style="list-style-type: none"> ○ HSW and traded service budgets ○ Development of HSW policy, standards and guidance documents and information
Key business measures	TBC
Statutory responsibilities (if applicable)	Not applicable
Specific experience	<p>Substantial experience of working at a management level in Health, Safety and Wellbeing</p> <p>Experience of leading and managing a team</p> <p>Extensive knowledge, understanding and application of health and safety legislation and best practice</p> <p>Understanding of employee health and wellbeing requirements</p> <p>Experience of leading successful projects</p> <p>Ability to deliver a commercial approach to service delivery</p> <p>Experience of managing a traded service</p> <p>Experience of successful stakeholder engagement</p> <p>Experience of writing business cases, proposals and formal reports</p> <p>Experience in budget management</p> <p>Experience of procurement and contract management</p>
Specific qualifications/and registration	<p>Qualified to NEBOSH Diploma or equivalent (e.g. BSc, MSc or NVQ Level 6)</p> <p>IOSH professional membership</p>
Budget responsibility	£100k -£ 250k cost centre manager or influence over
FTE responsibility (line management)	Staff headcount of 11
Key stakeholder relationships	TBC

Generic capabilities of the role

Generic Capability	Descriptor
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Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets
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- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
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Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design
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- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

