

JOB DESCRIPTION

Date effective: August 2026

JOB TITLE:	Health & Safety Manager
GRADE:	Officer - NJC J10 to J11 – Spinal point 32 to 39 (£42,839 to £50,269) (2026/27 pay award pending)
HOURS:	37 hours per week
RESPONSIBLE TO:	Deputy Town Clerk
RESPONSIBLE FOR:	Asset and Building Officer
OTHER RELATIONSHIPS:	Member of the Council's Management Team Working Relationships with: Councillors, Strategic Partners, Contractors, Clients, Shropshire Council Officers & Councillors
CONTACTS:	Internal 55%: All Shrewsbury Town Council staff External 45%: Local Members, residents, local stakeholders and contractors

MAIN PURPOSE OF THE POST:

This post is responsible for the strategic Health & Safety across the whole organisation and to work with the operational teams to improve the organisations health and safety ethos, systems, development of policies and safety protocols, ensuring compliance with regulations, and fostering a safe working environment for employees.

To be responsible for driving improvement and change across the whole organisation and to be accountable for all measurement, management and implementation of the Health, Safety and Environmental Policies. To be responsible for the annual review of Health & Safety including the inspection of various assets, and implementation of actions for compliance, while ensuring the records both electronic and manual are correctly maintained.

To be responsible for the development, implementation and compliance with the Health and Safety at Work act 1974, Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, Personal Protective Equipment at Work Regulations 1992, Fire Safety (England) Regulations 2022, Terrorism (Protection of Premises) Act 2025 (Martyn's Law), and any other relevant laws and regulations.

MAIN DUTIES:

Health & Safety Responsibilities:

- Shrewsbury Town Council's lead officer for strategic Health & Safety, liaising with the Council's external advisor and the Health & Safety Executive on matters of Health & Safety ensuring compliance with legislation, regulations for compliance and best practice.
- To support and develop a strong Health & Safety focused culture across the organisation and with contractors, to promote good safety behaviours and continuous improvement using extensive knowledge in health and safety legislation and best practice.
- To develop, maintain and deliver the Health & Safety Induction module to new recruits.
- To support the development of measurement systems to ensure that Health and Safety performance are accurately monitored.

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- To work with the Senior Management Team to identify possible operational risks or opportunities, and work with operational teams to ensure an appropriate and effective response to mitigate.
- To develop incident prevention, investigation and safety protocols within the organisation.
- To manage and lead investigations into workplace incidents, near misses and safety concerns and reporting where necessary to RIDDOR.
- To develop a strong and robust risk assessment ethos and training within the organisation to provide essential prevention for harm and delivery operational cultural benefits. To review the production of risk assessments and method statements and answering any health and safety related queries.
- To work with the Senior Management team and be responsive to developing situations and emergencies including compliance with Martyn's Law legislation.

Budget Setting & Financial Management

- To work with the Deputy Town Clerk and Head of Resources in the preparation of budgets for the delivery of the organisations Health & Safety Strategy.
- To provide financial information as a budget holder to support the organisation in its development and delivery of the organisations Health & Safety Strategy in particular equipment, PPE and occupational health.
- To work closely with the Deputy Town Clerk to support the preparation and development of the organisations budget for health & safety training and occupational health.

Strategic Planning

- To work closely with the Town Clerk, Deputy Town Clerk and Operational Managers to ensure the organisation's Health & Safety strategy is developed and implemented successfully with clear outcomes in line with current legislation.
- To link the H&S priorities to the organisation's strategic priorities, business plans, risk and legal obligations.
- To assess trends in incidents, near misses and risk assessments to provide evidence-based reporting to the Senior Management Team and the Council showing cost, benefit and ROI of safety measures.
- To work closely with the Town Clerk, Deputy Town Clerk and Operational Managers in preparing, creating and implementing emergency response plans to ensure safety during crisis.

Corporate Governance

- To ensure the Council's obligation in respect of health and safety and insurance are properly met.
- To develop, implement and maintain a health and safety policy aligned with the organisational strategy and legislation.

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- To establish governance arrangements and integrate health and safety in decision making throughout the organisation and ensure the organisations management system for health and safety meets legal and best practice standards.
- To work with the Council's lead for Business Continuity to ensuring risk management is effectively safeguarding the organisations health and safety responsibilities in line with legislation.

Partnership Working

- To liaise with employees, subcontractors and suppliers on Health and Safety matters as required.
- To support the development of briefing and communication strategies to ensure that the Health and Safety plan and important information are understood and operated by subcontractors.

Advice and Support

- To attend Council, Committees, Sub-Committees, Working Groups and Staff meetings as required and prepare the necessary reports appropriate to these meetings.
- To provide the support and advice relative to the area of responsibility to the Town Clerk, Senior Management Team, Leader, Mayor, Chairman of committees and Councillors.

Other Duties

- To support the Town Council's Events Team in delivery of large-scale events in relation to health and safety.
- To ensure all staff are provided with appropriate communication and technology available for health and safety.
- To comply with all GDPR regulations and legislation.
- To represent the Council on external bodies including attendance at Court and forums related to the scope of the post including networking with other government officers and stakeholders.
- To attend any courses, seminars and/or conferences deemed appropriate to the Council and continue on a programme of CPD required for the efficient management of the affairs of the Council.
- To undertake any such duties as may be reasonably required within this post to support the operational needs of the service area of the Council, including deputising for other members of staff during holidays, sickness absence etc, and maintaining business continuity and during civil emergencies.

Agreed: _____
(Job Holder)

Date: _____

PERSON SPECIFICATION



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ESSENTIAL	DESIRABLE
Qualifications/Education/Training	
- Hold a professional qualification at Degree/Diploma level in as associated discipline - Membership of a professional body. - Hold a relevant Health & Safety qualification (NEBOSH/IOSHH).	
Experience	
- A minimum of 3 years management experience in a large, multi-disciplinary organisation. - Practical experience of managing health and safety in an operational setting delivering health & safety - Experience of setting and managing operational budgets. - Experience of building effective and production working relationships with senior manager and senior politicians - Experience of introducing innovative working practices in a multi-disciplinary environment - Experience	Experience of dealing with the public.
Knowledge	
- Up to date professional knowledge of the key areas relevant to the role (health & safety) - Knowledge of safety critical regulations and understanding compliance with laws - Knowledge and experience of the development of performance management frameworks. - Knowledge of Working knowledge of CDM/Asbestos/Working at height and other regulations	Knowledge of current/future issues facing local government and the delivery of public services.
Skills and competencies	
- Ability to work to strict deadlines and under pressure. - Good Standard of Literacy & Numeracy. - Ability to communicate effectively, both verbally and in writing, with others at all levels, both internally and externally. - Interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team. - Ability to organise and prioritise own and others work with limited supervision. - Management skills with ability to monitor performance of others to understand trends and behaviours. - IT literate with sound working knowledge of MS Office packages. - Drive and enthusiasm with the ability to promote a positive Health and Safety culture - Effective problem-solving skills – ability to analyse problems and situations. - Ability to maintain confidentiality.	



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Personal Attributes	
• Self-reliant & Self-motivated. • Flexible, pro-active and “hands-on” approach to tasks. • Drive and enthusiasm with the ability to promote a positive Health and Safety culture • Ability to foster good relations. • Mature and common-sense approach.	
Special Conditions	
• Ability to respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours at the beginning/end of the day/weekends/Bank Holidays. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. • Willingness to travel to a variety of sites. • Must be flexible, as the post may be based at various locations. • Full UK driving licence.	• Willingness to attend Council and Committee meetings and functions in the evenings and at weekends.