

Head of Corporate Health and Safety

Grade:	SMR-C	Date:	JUNE 2026
Post No.	TBC	Evaluation No.	TBC
Directorate:	Environment and Sustainable Transportation		
Reports to:	Director of Community Safety & Integrated Enforcement		

Budget Responsibility	No. of Direct Reports
Up to £450k	2

Overall Purpose of this Role

To provide strategic leadership of the Council's corporate Health and Safety agenda, ensuring robust governance, regulatory compliance, organisational assurance and effective risk management that protects people, supports service delivery and drives continuous improvement.

Key Strategic Outcomes

- Provide corporate assurance that Health and Safety risks are effectively governed, managed and mitigated across the Council.
- Ensure compliance with statutory Health and Safety obligations while reducing organisational, financial and reputational risk.
- Strengthen organisational resilience through proactive risk management and effective assurance frameworks.
- Use intelligence, audit and performance data to drive continuous improvement and evidence-based decision-making.
- Embed a culture of accountability, prevention and safety leadership across all services.
- Translate organisational learning into sustainable improvements to policy, practice and workforce capability.
- Enhance stakeholder and regulatory confidence through effective governance, reporting and strategic influence.

Key Responsibilities

Key responsibilities below are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time

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Provide strategic leadership for the Council's corporate Health and Safety agenda, developing and implementing the strategic framework, policies, standards and assurance

	arrangements that ensure statutory compliance, effective governance and the proactive management of organisational risk.
2	Lead and develop the Corporate Health and Safety function, ensuring the capability, capacity and resources required to deliver high-quality strategic advice, assurance and support aligned to the Council's priorities and operating model.
3	Act as the Council's principal strategic adviser on Health and Safety, influencing policy, objectives, performance measures and decision-making across the organisation, and providing expert advice to Members, the Corporate Leadership Team and senior managers on complex and emerging risks.
4	Champion a culture of accountability, prevention and continuous improvement by working collaboratively with directorates, Trade Unions and key stakeholders to embed Health and Safety as a core component of organisational performance and service excellence.
5	Lead the corporate framework for Health and Safety assurance, monitoring and audit, ensuring compliance with legislative requirements and recognised standards, and providing clear assurance to senior leaders on organisational performance, risks and areas requiring intervention.
6	Develop and maintain effective systems, controls and intelligence frameworks that enable the identification, management and reporting of Health and Safety risks, compliance obligations and organisational performance across all Council services.
7	Provide strategic oversight of significant Health and Safety incidents, investigations and enforcement matters, ensuring robust reporting, organisational learning and the implementation of sustainable improvements that strengthen resilience and reduce future risk.
8	Establish and maintain clear corporate governance, accountability and operating arrangements for Health and Safety across the Council, ensuring that roles, responsibilities and ownership of risk are clearly defined and consistently applied.

Areas of Knowledge and Understanding Required from Senior Managers

Strategy

Effective strategy formulation is crucial for achieving organisational goals and ensuring long-term success. It involves setting clear objectives, analysing internal and external environments, and developing actionable plans to navigate challenges and seize opportunities. A well-defined strategy aligns the organisation's resources and efforts towards a common vision, fostering coherence and direction across all levels. By continuously monitoring and adjusting the strategy in response to changing circumstances, organisations can maintain their competitive edge and drive sustainable growth.

Service Quality

Service quality is the cornerstone of customer satisfaction and loyalty. It encompasses the consistent delivery of reliable, responsive, and empathetic services that meet or exceed customer expectations. High service quality is achieved through well-trained staff, efficient processes, and a customer-centric culture. By actively seeking feedback and continuously improving service delivery, organisations can build strong relationships with their customers, enhance their reputation, and differentiate themselves in the marketplace.

Performance

Performance management is essential for maximising organisational efficiency and effectiveness. It involves setting performance standards, monitoring progress, and providing feedback to ensure that employees and teams are meeting their objectives. By fostering a culture of accountability and continuous improvement, performance management helps identify areas for development and recognise achievements. This process not only enhances individual and team performance but also contributes to the overall success of the organisation.

Resource Management

Resource management is the strategic allocation and utilisation of an organisation's assets, including human, financial, and physical resources. Effective resource management ensures that resources are used efficiently and effectively to achieve organisational goals. This involves planning, monitoring, and controlling resources to avoid waste and maximise value. By optimising resource allocation, organisations can improve productivity, reduce costs, and enhance their ability to respond to changing demands and opportunities.

Leadership and Culture

Leadership and culture are fundamental to shaping an organisation's identity and driving its success. Effective leadership inspires and motivates employees, fosters innovation, and guides the organisation through change. A positive organisational culture, characterised by shared values, trust, and collaboration, enhances employee engagement and performance. By cultivating strong leadership and a supportive culture, organisations can create an environment where employees thrive, and collective goals are achieved.

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Key Statements – Working for Newham Council

People at the Heart of Everything We Do

You must be committed to putting people – Newham residents and Council staff – at the heart of everything you do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our Staff and Services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate Parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

H.E.A.R.T Values

All employees should familiarise themselves with and fully embrace our HEART values. These core values and behaviours of Honesty, Equality, Ambition, Respect and Together belong to everyone at the council and we all have a responsibility to practise them and make sure they are visible in everything we do.

Personal Specification

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

Person Specification Requirements	Assessment Method (A/I/T)
Qualification Requirement	
A recognised Bachelor's degree or EQF Level 6 equivalent (e.g., NEBOSH Level 6 National Diploma) in Occupational Health and Safety/Health, Safety & Environment or related discipline. The candidate should be a Chartered Member of IOSH (CMIOSH) or equivalent (e.g., CIEH).	Application
Knowledge	
Comprehensive knowledge of health and safety legislation, such as the Building Safety Act, CDM Regulations, and the Health & Safety at Work Act, as well as H&S management system guidance and standards (e.g., HSG65, ISO 45001, etc), with a strong focus on ensuring legal compliance, continual improvement and adherence to best practices.	Application Form/Interview
Knowledge of how to develop and maintain a well-performing team providing effective H&S governance, strategy, and operational support services to the Council.	Application Form/Interview
Knowledge of how to analyse and interpret data to provide informed solutions and strategies including developing effective corrective action plans based on health and safety expertise and available information.	Application Form/Interview
Skills	
Good oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts.	Application Form/Interview

Capable of promoting a positive health and safety culture within the organisation and skilled in informing, educating, and influencing others to ensure consistent compliance with health and safety standards.	Application Form/Interview
Proficient in staying current with H&S legislation, interpreting it accurately, and updating policies and processes to ensure compliance with legal requirements, as well as embed continual improvement and best practices.	Application Form/Interview
Experience	
Proven track record of working at a senior level to manage a broad variety of health and safety system strategic and operational issues in a complex public sector corporate environment.	Application Form/Interview
Experience conducting audits of safety management systems in line with recognised guidance and standards (e.g., HSG65, ISO 45001) to evaluate the efficiency, effectiveness, and reliability of corporate governance.	Application Form/Interview
Experience managing systems for reporting accidents, assaults, injuries, occupational diseases, and dangerous occurrences.	Application Form/Interview/Test
Additional Requirements	
DBS	Yes / No
Politically Restricted Post	Yes / No
Participate in monthly on call rota	Yes / No

Level (Basic / Enhanced)