



ROLE DESCRIPTION

Role title: Health & Safety Manager

Team: Health & Safety

Department: Facilities & Property Management

Directorate: Business Services

Date: June 2025

Reports to: Senior Manager – Facilities & Property Management

Role purpose (why the job exists and its contribution)

Manage, and implement health & safety arrangements for all staff, ensuring the Union is fully compliant with H & S legislation and providing a safe workplace for staff. Provide specialist support to the Senior Manager – Facilities & Property Management on key areas of the departmental remit and specifically regional office property management.

Key responsibilities (the key areas of the role holder's work)

Work closely with the Senior Manager – Facilities & Property Management to deliver the following objectives:

1. Provide expert advice, guidance and support to all staff on Health & Safety matters regarding practical and wellbeing issues including Home Workers and mobile staff.
2. Design and develop a detailed programme of planned preventative maintenance in Regional/National Offices, working with insurers, identifying, and appointing suppliers, and liaise with Office Managers to ensure statutory inspections and tests are carried out on time, follow up work is prioritised and implemented.
3. Conduct detailed Health & Safety Audits in NEU offices, ensuring compliance with H&S legislation with particular regard to staff wellbeing and building safety. Confirm accurate record-keeping is in place in an accessible format, triage action plans and support implementation.
4. Manage provision of H&S training and suitable information for staff. Ensure good practice and procedures are operating effectively and kept under review.

5. Investigate accident reports, undertake detailed analysis of trends to identify underlying causes, instigate remedial action and report to the Health & Safety Committee.
6. Manage, review and advise on Fire Risk Assessments, Legionella Risk Assessments, insurance inspections and surveys, COSHH requirements, and Asbestos Management Plan to ensure compliance with current legislation and safety regulations, appointing suitable suppliers where required.
7. Manage and plan the H&S budget of £200,000, ensuring best value is always achieved.
8. Engage suppliers, develop and manage good relationships ensuring consistent service levels and standards are met, preparing and assisting with invitations to tender.
9. Co-ordinate advance driving instruction programmes for staff and develop suitable risk assessments and information to minimise accidents.
10. Manage provision of electronic vehicle charging points, including liaising with landlords, site managers and surveyors, to expand capacity and support reduction of the Union's environmental impact. Provide support and advice to staff on the use of Pod Point charging, including home charging.
11. Oversee and carry out DSE assessments and implement requirements. In consultation with HR, monitor Access to Work applications, arrange follow up work and assist with grant applications.
12. Responsible for management of the Property Management budget, monitor, forecast and report issues to the Senior Manager- Facilities & Property Management.
13. Manage first aid and fire marshal arrangements in all Union offices, including training, supplies, maintaining records, and ensure staff are kept updated on current H&S requirements.
13. Chair meetings of the Health & Safety Committee, liaise with staff unions where relevant including setting up working parties/focus groups. Research and write detailed policy documents, process decisions and implement all follow up work.
14. Provide specialist support to the Senior Manager – Facilities & Property Management on regional office property matters including purchase/sale of buildings, refurbishment projects, improvement work, repairs and three-yearly insurance valuations.
15. Responsibility for oversight of the Business Continuity Plan.

How the National education union works

These principles set out the culture and approach of the NEU.

The role holder:

- Models professionalism and integrity and acts in accordance with the NEU values
- Supports the democratic processes
- Promotes an organising culture across the union
- Works collaboratively and empowers others
- Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.

- Adopts a proactive and flexible approach

Key relationships

These are the main working relationships that the role holder will develop.

Person(s)	Nature
Senior Manager – Facilities & Property Management	The role holder will be managed by the Senior Manager – Facilities & Property Management
HR Team Finance Team	The role holder will work closely with HR on issues affecting staff health and wellbeing. The role holder will work closely with the Finance Team in the management of the Property Management budget and Fleet cars.
Health & Safety Co-ordinator	Manage the work of the H&S Co-ordinator
Regional Office Managers	The role holder will work closely with Regional Office Managers in connection with property, health and safety matters and follow up work.
All Staff	The role holder will act as expert adviser on all Health and Safety matters in the Union ensuring staff are kept well informed on matters that may affect them
External suppliers	The role holder will work with and manage supplier relationships to ensure best value and preserve the union's good reputation.

Demonstrable key skills, knowledge and experience

The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.

Qualifications

- NEBOSH General Certificate
- NEBOSH Fire Safety & Risk Management
- IOSH Tech membership

Resource management & Planning

- Experience of planning/co-ordination of resources working within strict time limits.
- Effective budget planning and financial management skills.
- Effective planning to ensure regulatory compliance and consequential follow up work.
- Experience of leading and managing a Health & Safety Team to achieve agreed objectives.
- Effective people management skills including the ability to actively develop, coach and train direct reports.

- Effective and consistent management of performance and ability to deal sensitively with confidential issues.
- Strong organisational and project management skills
- Experience of successfully managing contracts and relations with external suppliers and contractors;

Thinking challenge

- Good judgement and decision-making skills
- Ability to manage conflicting demands;
- Experience of working on own initiative, without immediate access to the line manager, to ensure delivery of objectives and priorities;
- Ability to think innovatively, resolve problems and devise solutions.
- Ability to evaluate information, identify trends, and respond to questions;
- Ability to manage emergency situations in a calm and efficient manner.

Communication

- Good communication and diplomacy skills, and ability to relate to people in a range of situations;
- Ability to write clearly and concisely;
- Good negotiating and influencing skills.
- Ability to deal confidently with difficult, confidential and sensitive situations;
- Ability to prepare tender specification documents, to successfully manage contracts with external suppliers.
- Ability to present and explain complex information.

Operational delivery

- Proven experience and understanding of Health & Safety law and regulations.
- Strong IT skills including Microsoft office Suite;
- Experience of working collaboratively to delegate successfully and empower others;
- Ability to plan, schedule and work to deadlines;
- High standard of attention to detail and accuracy;
- Experience of managing and reviewing supplier contracts;
- Ability to work independently, without immediate access to a line manager.
- Ability to research and write Health & Safety policy documents.
- Keep up to date on current Health & Safety legislation and best practice

Additional

Work demands

- Willingness to travel to Union properties throughout England, Wales and Northern Ireland.
- Ability to work under pressure and ensure the Team's objectives are delivered to meet critical deadlines.

Additional relevant requirements

- Is firmly committed to the trade union movement and to the role of education unions in particular;
- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- The requirement to undertake professional development and training as necessary for the performance of the role.

This role description will be kept under review and can be adapted to meet the changing needs of the National education union, subject to appropriate consultation.