

Job Profile

Job Title: Depot Health, Safety, Compliance & Project Manager

Job Grade: Level 4 Zone 2

Salary Range: £47,394 - £54,222

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the team/service

CATS is based within York Way Depot, in King's Cross, London. CATS is based within York Way Depot, in King's Cross, London and sits within the Environment and Sustainability Directorate under Supporting Communities.

The service is responsible for a wide range of transport related services including the provision of accessible buses for children and adults, taxi bookings, fleet maintenance, an MOT service, Driver training, fuel provision and manages a range of concessionary travel schemes.

The Depot Health, Safety, Compliance & Project Manager is responsible for the Health and Safety within Camden's in-house transport service known as Camden Accessible Travel Solutions (CATS).

About the role

The role of the Depot Health, Safety, Compliance & Project Manager will focus on Health and Safety within the Transport Depot and take a lead in promoting best practice for Drivers and Passenger Assistants across the Council's fleet of vehicles, in consultation with Corporate Property and Health and Safety.

The purpose of this role will be to ensure the safe, efficient, and reliable operations of the Council's fleet. The role primarily involves investigating the causes of road traffic accidents and other vehicle related incidents wherever they occur, preparation of expert reports and, where necessary, presenting that evidence at disciplinary hearings, case conferences or in court, as a representative of the Council. The role will be the lead officer for Health and Safety within the Depot and promote best practice for the Council's Drivers and Fleet operators. This role falls outside of working from home and as such will require the candidate to be present at the depot.

Example outcomes or objectives that this role will deliver:

- To investigate and provide detailed reports for all accidents, which can be used formally at enquiries and within legal settings, identifying the cause, cost, and accountability for each accident, ensuring the appropriate service is informed.
- To continuously look at ways of reducing accidents across the service. This will include producing tools such as leaflets, presentations; training and producing statistics to see direction of travel.

- To conduct speed checks on any LBC vehicle and ensure that any exceptions are reported to Managers.
- To conduct route risk assessment's identifying hot spots for accidents and feeding back to drivers on a regular basis.
- To ensure that all accidents are reported within 24 hours and all legislative measures are in place where an individual has had an injury.
- To be the focal point with Corporate Health and Safety on issues relating to RIDDOR, COSHH, HSE and all fuelling liquids; carrying out regular safety checks at the Transport Depot and to ensure that all staff undertake all necessary safety related vehicle checks to the standard required by the DVSA.
- Provide monthly compliance audits for all vehicles that are managed by fleet services.
- To be the lead officer for introducing accident prevention measures such as Green Road Technology.
- To provide driving training and carry out driver assessments.
- Undertake Risk Assessments and review RAMS from contractors.
- Arrange and deliver Health and Safety training; Toolbox Talks and staff inductions.
- Report and Investigate accidents including RIDDORS.
- Arrange Fire Risk Assessments/ DSEAR Risk Assessments with specialist assessors.
- Undertake workplace inspections and compile reports outlining areas for improvement.
- Arrange testing of equipment e.g., lifting equipment, fire extinguishers.
- Arrange fire and emergency evacuation drills and provide communications with staff including updating the notice boards.
- To conduct investigations, obtain witness statements and investigate accidents.

About you

Qualifications:

- Educated to degree level or equivalent, in a relevant discipline or with at least 1 years' relevant experience within an investigatory role.
- A full, clean UK driving licence is required for this role
- CPC qualified in PSV or HGV discipline
- IOSH qualified/evidence of working towards qualification

Technical Knowledge:

- Knowledge of Road Traffic Accident Prevention measures and legislation.
- Knowledge of processes in relation to investigating accidents with some degree of engineering background.
- Knowledge of mechanical and vehicular information and to be up to date with advances in this field, including tachographs and route trace analysis.
- Full legislative knowledge of DVLA, DVSA, OTC & Section 19/22 legislation
- Conducting Driving License checks/Eyesight checks
- Maintaining vehicle records and carrying out audits on road tax, insurance, MOT, LOLER, PMI, PDI, Vehicle Defect Checks and operational knowledge of IT systems including Truckfile

Experience:

- Experience of working independently with minimal supervision, with the ability to manage your own workload and adhere to strict deadlines.
- Experience of reducing road traffic accidents and incidents within a Local Authority or public transport operators.
- Experience of carrying out investigative interviews/assessments in relation to health, safety, and compliance.
- Experience of being able to deliver information to a range of stakeholders in a variety of formats, with a high level of report writing and attention to detail.
- Experience of delivering training on accident and incident prevention.
- Experience of attending Legal Proceedings such as Tribunals, Court Hearings and Judicial Reviews on behalf of the employer (e.g., Council representative). (Preferred)
- Experience in leading on projects/high level involvement with the focus being on delivery
- High Level Report writing skills

Work Environment:

- The post holder will be expected to work flexibly, as per the Council's agile working policy.
- The post holder will be based within the transport depot at York Way, King's Cross. The post holder will be expected to attend incidents at short notice outside of the Depot and to also attend meetings and deliver training and presentations with key stakeholders within other premises or other council offices.
- They will be expected to work flexibly, as per the Council's agile working policy and also be expected to carry out some lone working.
- The Council's normal working hours are between 7am to 10pm Monday to Friday and 8am to 5pm Saturday and Sunday. From time-to-time you may be asked to work hours that are additional to or different from the hours you usually work.
- The post holder must be prepared to be called upon outside of business hours, travel and be flexible with their working day, to encompass undertaking night-time attendance where necessary.
- The post holder may be required to attend incidents and accidents of a serious nature.

People Management Responsibilities:

The post holder will not have any direct line management responsibilities but will be expected to provide a professional service in across the Council's services to deliver up to date training, guidance, and support to staff who have access to Camden's fleet.

Relationships:

The post holder will report directly to the Head of CATS but will work closely with the Engineering and Logistics Service as well as other services as part of the role. The post holder will be expected to provide a high level of expertise in relation to accident prevention and training to staff within CATS and other key stakeholders within the Council.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG