

Service Document Standard Form:

Role Profile: Health and Safety Manager

Linked documents: Job Evaluation Guidance Note



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ROLE DETAILS:

Role Title:	Health and Safety Manager
Grade:	Scale L
Service area:	Protection, Assurance and Development
Responsible to:	Head of Protection, Assurance and Development

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

- To provide professional assistance, guidance and advice to Buckinghamshire Fire & Rescue Service (BFRS) Senior Management Team (SMT) and Members of the Fire Authority on Health and Safety matters, policy issues and compliance with Health and Safety legislation.
- Accountable for creating, implementing and monitoring the Health and Safety strategy and embedding a strong culture of compliance across the Service.
- Responsible for developing, implementing and embedding a strong and positive health and safety behavioural culture throughout the Service.
- Responsible for setting the direction for the Health and Safety team as well as the day-to-day management, ensuring the business plan and work objectives align to the Corporate Plan and the Health and Safety strategy.
- To carry out the function of the named 'competent' person, via the attainment of the NEBOSH National Diploma Occupational Health and Safety or equivalent, as defined in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial (direct or non-direct):

Direct:

Cost Centre Manager for the Health and Safety budget: £200K.

Budget holder for x 2 FTE employee posts – Health and Safety Advisor and Health and Safety Assistant.

Financial management of contracts circa £50K per annum -these include electronic systems, protection devices, planned preventative maintenance and recalibration of operational equipment along with specialist scientific advice.

Staff responsibilities (direct or non-direct):

Direct: Overall management of the Health and Safety function x 2 FTE:

- Health and Safety Advisor

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- Health and Safety Assistant

Non-Direct:

Other members of staff as necessary through the design and development of policy, procedures, and guidance, ensuring compliance with relevant legislation.

Any other statistical data:

Plays a key part in the analysis of reactive and proactive health and safety data to develop and implement appropriate measures to identify human and organisational failings and develop effective interventions to ensure any critical gaps in both are remedied.

To ensure the collation and submission of statistics to the Home Office are made within the set timeframes.

To ensure that management information, including key performance indicators, is analysed and evaluated to develop recommendations to support improvement in health and safety performance and the behavioural safety culture.

A significant support role in setting criteria and analysis of the performance of the safety management system and its application by staff across the Service.

PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

Strategic/Corporate

- To be the principal advisor on matters of Health and Safety to the Chief Executive Officer/Chief Fire Officer, Chief Operating Officer/Deputy Chief Fire Officer and Senior Management
- Provide professional assistance to the Senior Management Team (SMT), the Health, Safety and Wellbeing Committee (HSWC) other committees and department heads on matters of Health and Safety and related policies, procedures, and legislation
- To create, implement and monitor the Service's Health and Safety strategy
- Act as the Service's principal source of Competent Assistance for Health and Safety (as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999)
- Plan, design and implement an overall risk framework to include strategic planning, legal compliance, quality assurance and internal audit programmes.
- Develop effective working relationships with the Health and Safety Executive, other enforcement agencies, professional and legal bodies on all Health and Safety matters relating to the Service's responsibilities as an employer
- To develop and drive the annual Health and Safety business plan, clearly articulating the objectives of the team based on the Corporate Plan and the Health and Safety Strategy
- Develop and 'own' the Service's risk profile methodology
- Conduct high level investigations of major incidents and events
- To have oversight of and provide direction for health and safety system changes
- To regularly liaise and attend meetings with professional networks both regionally and nationally in relation to health and safety activities

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- To ensure, in conjunction with the Organisational Development Manager, that health and safety competencies analysis is undertaken, and interventions developed, in order that the Service can identify its future requirements
- Lead on and/or contribute to aspects of a number of external national health, safety and wellbeing initiatives and Thames Valley/regional collaboration workforce work streams where the Service benefits
- Take an active role in the supporting the Service's Wellbeing Group
- Develop a suite of health and safety e-learning training packages to ensure compliance with legislative requirements and competency of staff

Assurance and Audit

- Provide professional expertise and advice to enable senior managers to monitor, update and review existing policies and procedures to ensure their effective operation in accordance with any changes in legislation
- Develop and oversee the Service's audit programme to maintain health and safety compliance and drive continuous improvement
- Analyse, interpret and articulate health and safety performance data to the Performance Monitoring Board, SMT, Fire Authority Members and the HSWC as required
- Responsible for ensuring safety events are investigated thoroughly with immediate, underlying and root causes established, and appropriate actions implemented to prevent a reoccurrence
- To undertake self-assessment of the safety management system on an annual basis
- To undertake station/sites audits on an annual basis

Managerial

- Initiate, produce and co-ordinate items and reports for the various board meetings and HSWC, liaise with and advise the Chair on matters relating to the agenda, as necessary
- Attend where requested by a Principal Officer, all serious incidents and any organisational significant event, ensuring best practice is followed, including the involvement of the Health and Safety Executive where necessary
- Support the development of Health and Safety staff competence, in line with national occupational standards
- To lead and direct the Health and Safety team to enable a comprehensive Health, Safety and Wellbeing service be delivered to the business
- To continuously review and improve performance with direct reports, ensuring the team are competent to perform in their job roles and work in a proactive manner

General

- Contribute to Protection, Assurance and Development Team meetings and organisational priorities
- Be flexible within the broad remit of the post
- To lead on complex specific organisational health and safety related projects
- To contribute and advise on wellbeing projects and initiatives
- To contribute and advise on the matters of the Public Safety group
- Take direction on projects and priorities from the Head of Protection, Assurance and Development and/or the Deputy Chief Fire Officer, which may vary from time to time

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- Abide by corporate governance arrangements, organisational policies and procedures, code of conduct and practices
- Maintain own professional competence in matters of health and safety

DECISION MAKING:

Make decisions:

The post holder will be required to advise, influence, approve and make decisions on:

- Health and safety development initiatives which support strategy and improve health and safety performance
- The management of significant incidents and events as part of the Crisis Management Team and to protect the Authority's reputation
- Impacts of legislative changes on Service procedures, systems of work etc.
- Quality assurance of implementation of the safety management system and processes both on the incident ground and on stations/sites making recommendations for improvement and contributing to their implementation
- Write and update policies, procedures and guidance notes as required
- Training suppliers – analyse, compare and conclude best fit vs. ROI
- Workload and prioritisation – annual objectives set by line manager, day to day priorities and ability to meet deadlines managed by post holder
- Limited supervision required, post holder will be required to work un-supervised and expected to update line manager as and when required

Significant say in decisions:

- Budgetary – health and safety initiatives/interventions
- Contract awarding – tender processes
- Recruitment & selection processes

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

- SMT – consulting with and advising on health and safety matters that impact the Service and deputising as the Chair of the Health Safety & Wellbeing Group
- The Fire Authority – reporting to and advising the Fire Authority on health and safety matters including the annual health, safety and wellbeing report and the health and safety strategy
- Pivotal role in advising, supporting and influencing staff at all levels and across all departments
- Key role in establishing and maintaining effective working relationships with the Representative Bodies, their members including Safety Representatives and staff not affiliated with a Representative Body

External:

- Health and Safety Executive and other enforcing agencies
- Government Departments such as the Home Office and HMICFRS
- Health and Safety Advisors of other Fire & Rescue Services, partner services and

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agencies

- NFCC Health and Safety network, Including the Central Programme Office
- Chief Fire and Rescue Advisors Unit

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Holds or working towards NEBOSH National Diploma for Occupational Health and Safety or equivalent
- Technical/Grad Member of IOSH or equivalent professional body including maintained Continuous Professional Development
- Be the 'competent person' for Service Headquarters in terms of compliance with the Regulatory Reform (Fire Safety) Order 2005
- Holds NEBOSH General Certificate
- Professional qualification in teaching and/or training, or working towards
- Health and Safety Management system auditor/lead auditor - RoSPA/ISO45001 or equivalent

Experience:

- Change Management experience
- Minimum of 3 years' experience of providing strategic health and safety advice to a wide range of stakeholders including Board members, senior staff and managers on health

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and safety practice

- Proven experience of developing corporate Health and Safety strategies
- Experience of providing pragmatic solutions to complex problems
- Experience of effectively working with Trade Unions and Staff representatives
- Proven experience in a management role
- Familiar with Health and Safety functions in a regulated work environment
- Budget Management experience
- Demonstrates the ability to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach
- Experience of conducting training needs analysis and delivering value for money solutions
- Experience of writing robust and effective policies and procedures

Skills:

- Computer and IT literate, able to use range of MS Office packages such as but not limited to; Word, Excel, PPT
- Converting strategy into action
- Influencing and negotiation skills to deliver results
- Excellent analytical and problem-solving skills
- Excellent planning and organisational skills
- Openness to change and actively seeks to support and deliver on it
- Ability to work to time-sensitive deadlines with attention to detail
- Partnership and collaborative working
- Excellent influencing, consultation and communication skills
- Excellent written and verbal communication and interpersonal skills
- Ability to investigate causes of accidents including underlying issues
- Able to work on own initiative and without direct supervision confidently
- Leadership skills
- Budget Management
- Ability to present a range of technical information in an easy-to-understand format to diverse audiences
- Ability to network and share information and knowledge
- Ability to challenge without confrontation, existing practises, procedures and policies
- Ability to demonstrate tenacity and resilience in a pressurised role and constantly evolving environment

Knowledge:

- Excellent knowledge of health and safety legislation, guidance and other industry requirements
- Developing and implementing strategic health and safety initiatives
- Risk Assessments and Control methods

REQUIREMENTS: Desirable Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Professional qualification in auditing, or working towards

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- Noise Assessor
- Display Screen Equipment Assessor
- Control of Substances Hazardous to Health (COSHH) Assessor

Experience:

- Working experience of applying health and safety to an emergency service
- Experience of writing Equality Impact Assessments
- Working experience of implementing processes that are inclusive of a diverse workforce

Skills:

- Ability to chair meetings involving a diversity of individuals
- Ability to resolve workplace issues

Knowledge:

- Working knowledge and experience in Health and Safety data collection systems
- Collaborative working practices
- Knowledge of Fire Service

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability, and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.