

JOB DESCRIPTION

JOB TITLE:	Service Manager- Health Safety Quality and Environment (HSQE)
MANAGED BY:	Director of Infrastructure
GRADE:	Head of Service 1

BACKGROUND

The West of England Combined Authority is seeking to appoint a Service Manager- Health Safety Quality and Environment (HSQE) to join the Infrastructure team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

PURPOSE OF THE JOB

Leadership of the Health, Safety, Wellbeing, Quality and Environment team to supporting the Infrastructure Delivery Directorate. Ensure the organisation is compliant with all relevant legislation. Provide visible leadership for all HSQE matters and performance.

KEY RESPONSIBILITIES

- Lead the HSQE team in delivering functional support, guidance and professional expertise to the organisation on all health, safety, wellbeing, environmental and quality matters, to ensure successful, compliant delivery of our programmes and projects.
- Ensure organisational compliance to legal, contractual, regulatory and non-regulatory standards and certifications.
- Accountable for SHEQ performance and transformational change.

- Develop HSQE policies, strategies, plans and initiatives and be accountable for delivering their commitments.
- Ensure the SHEQ team provide subject matter expertise on HSQE legislation, processes and tools.
- Analysis of the current organisational capability and capacity for HSQE compliance and develop a sustainable model for the Directorate for the future.
- Accountable for identifying training and developmental needs in relation to HSQE within the directorate.
- Provide visible leadership and role model behaviours relating to HSQE
- Ensure the provision of support to the teams on inspection and monitoring of the safety, environmental and quality performance of projects and monitor so that a consistent approach is taken to contractor occupational and construction safety across all work.
- Work with teams to determine practical and deliverable measures to improve health & safety performance.
- Provide a leadership role in the investigation of accidents and incidents and in the implementation of resulting recommendations.
- Provide the accountable single point of contact for legislative bodies.
- Report HSQE performance as part of Group Services monthly MI reporting
- Ensure that Office Health, Safety and Wellbeing is managed effectively.
- Oversee a programme of business change/improvement projects
- Create Annual HSQE KPIs in line with Company targets.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

- Previous senior management/leadership experience in SHEQ
- NEBOSH
- Excellent knowledge of relevant legislation.
- Demonstratable current experience/qualification of management systems and standards including ISO14001, ISO9001 and ISO45001
- Expertise in continual and/or process improvement techniques.
- Ability to quickly build knowledge of the business operations and the environment (e.g., regulatory, physical) in which the Combined Authority operates and a general understanding of key generic risks and controls in these areas
- Excellent communication, presentation & influencing skills, to be able to lead and inform both orally and in writing.
- Significant experience in the successful management of HSEQ on major programmes of work in the infrastructure delivery sector
- Experience leading incident investigations.

DESIRABLE

- Post graduate safety qualification(s) e.g. CMIOSH

- Worked in a public sector environment
- Delivered organisational improvement plans for HSQE
- Knowledge of Behavioural Change techniques.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.