

JOB DESCRIPTION

JOB TITLE:	Head of Health and Safety
MANAGED BY:	Head of Digital, Data and Operations
GRADE:	Head of Service 1

BACKGROUND

The West of England Combined Authority is seeking to appoint a Head of Health and Safety to join the People and Assets Directorate.

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.

THE ROLE

Reporting into the Head of Digital, Data and Operations and working closely with the Director of People and Assets, the Head of Health and Safety will oversee Health and Safety provision for the entirety of the organisation, specialising in development, implementation and maintenance of the Combined Authority's Corporate Health and Safety approach, policy and all related programmes.

The Head of Health and Safety will:

- Provide competent advice and support at both strategic and operational levels
- Support the delivery of the Metro Mayoral priorities.
- Develop a robust Health and Safety compliance programme aimed at embedding aims and aspirations of the Health and Safety policy.
- Support the safe and successful delivery of directly delivered projects.
- Further develop and implement a clear strategic Health and Safety programme that meets the current and future needs of the Combined Authority.

- Work with internal and external stakeholders in improving overall competence.
- Develop and deliver a ‘step change’ behavioural safety programme aimed at embedding Health and Safety as a core deliverable.
- Manage and coordinate other Health and Safety resources.
- Provide regular performance updates and reports to the Corporate Leadership Team and other stakeholders.

KEY RESPONSIBILITIES

The postholder will be responsible for providing competent strategic Health and Safety advice and support, including the maintenance, implementation and embedding of the Health and Safety Policy, and all related programmes, across all of the Combined Authority’s Directorates and activities.

Specifically, this will include:

- Lead the Health and Safety service, including the team embedded in the Infrastructure Directorate, in delivering functional support, guidance and professional expertise to the organisation on all health, safety, wellbeing, environmental and quality matters.
- Ensure organisational compliance to legal, contractual, regulatory and nonregulatory standards and certifications.
- Accountable for the effective delivery of the Corporate Health and Safety action plan, with a focus on putting safety first, and achieving best practice across the organisation.
- Accountable for Health and Safety performance and transformational change.
- Develop policies, strategies, plans and initiatives and be accountable for delivering their commitments.
- Ensure the Health and Safety team provide subject matter expertise on appropriate legislation, processes and tools.
- Accountable for identifying training and development needs in relation to Health and Safety across the organisation.
- Provide visible leadership and role model behaviours relating to Health and Safety
- Ensure through the team the provision of support to the organisation 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.
- Develop and report on key Health and Safety metrics at Directorate and Corporate Leadership levels
- Ensure that office Health, Safety and Wellbeing is managed effectively.
- Deputise for the Head of Digital, Data and Operations and the Director of People and Assets as appropriate.
- Any other duties commensurate with the nature and seniority of the role.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge:

- Minimum level 5 qualification in occupational Health and Safety management
- Chartered member of IOSH (CMIOSH)
- Detailed knowledge of UK Health and Safety legislation, British Standards, and management systems.
- Detailed knowledge of the RIBA work stages.
- Detailed knowledge of the Construction (Design and Management) Regulations 2015.

Experience:

- Previous senior management/leadership experience in Health, Safety and Wellbeing in a similar organisation.
- Development and implementation of change management programmes.
- Development and implementation of behavioural safety programmes.
- Development, implementation and maintenance of strategic risk reduction programmes.
- Mentoring and improving organisational competence.
- Experience of defending claims
- Providing strategic and operational guidance.
- Property and workplace Health and Safety.
- Development, implementing and maintaining corporate Health and Safety management systems, and related Health and Safety programmes.
- Broad industry experience, including delivery of major infrastructure or major engineering projects.

Skills and Competencies:

- Excellent communication, presentation & influencing skills, to be able to lead and inform both orally and in writing.
- Leading incident investigations and identification of 'opportunities for improvement'.
- Ability to develop internal and external assurance programmes that demonstrate compliance with the Health and Safety aims and aspirations of the Combined Authority.
- Ability to collate and interpret Health and Safety performance data against defined metrics.
- Ability to develop project Health and Safety specifications and standards, and support project delivery.

DESIRABLE

Qualifications and Knowledge:

- Certified Member of the Association for Project Safety

- M.Sc. Occupational Health and Safety
- Chartered Member of the Chartered Institute of Building

REWARDS AND BENEFITS

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

- 26/31 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 the the 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 £15.17 - higher than the government minimum for **over 23s, currently £10.42 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.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

