

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Health & Safety Manager (HSQE)
<b>MANAGED BY:</b>	Service Manager- HSQE
<b>GRADE:</b>	Grade 12

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Health & Safety Manager (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

Provision of professional Health, Safety and Wellbeing (HSW) advice and support to the Infrastructure Directorate. Planning and co-ordination of business activities to facilitate compliance with all relevant Health, Safety and Wellbeing legislation, regulation and best practice.

### KEY RESPONSIBILITIES

- Provide functional support, guidance, and professional expertise to the teams within the directorate on all aspects of health, safety and wellbeing to ensure successful, compliant delivery of programmes and projects.
- Provide health and safety leadership advice to supply chain and UA HSW specialists.
- Lead HSW meetings and briefings with the teams and supply chain organisations to share and promulgate best practice and lessons learnt.

- Provide support to the teams on inspection and monitoring of the safety performance of projects and programmes. Monitor performance to ensure a consistent approach is taken to contractor occupational health and construction safety.
- Work with teams and the supply chain to determine practical and deliverable measures to continually improve HSW performance.
- Undertake formal site inspections and on-site safety conversations with delivery teams.
- Support teams in the investigation of accidents and incidents and in the implementation of resulting recommendations.
- Provide the day to day first point of contact to the teams and supply chain on all aspects of HSW.
- Support the HSQE HoS to change the organisational culture with respect to HSW.

#### PERSON SPECIFICATION

##### ESSENTIAL (MUST HAVE)

- NEBOSH
- Significant experience in the successful management of HSW on programmes of work in the infrastructure delivery sector
- Greater than 5 years' experience in HSW management
- Working knowledge of laws, regulations, standards and best practice applicable to contractor safety.
- Experience leading incident investigations.
- Demonstrate knowledge of the Construction Design and Management Regulations (CDM) 2015 and experience working for organisations acting in the 'Client' role.

##### DESIRABLE

- Membership of a relevant professional body with chartered status and/or educated to degree level. CMIOSH
- NEBOSH diploma, IEMA certificate,
- 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.