

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Deputy Director (People & Culture) – Safety, Health & Wellbeing	Current Grade:	C004
Department:	People and Culture	Area:	FHQ/London
Reports To:	Director of People and Culture	No of Posts:	1
Level of vetting:	TBC	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The British Transport Police interact every day with difficult situations such as violence, assault, vulnerable people or those who commit suicide by means of the railway. This is the key strategic role leading our safety, health and wellbeing strategy and delivery covering 5200 employees, working from 148 locations in England, Scotland and Wales.

Reporting to the Director of People and Culture you will develop the direction, strategy and objectives for safety, health and wellbeing for all BTP activities. You will constantly horizon scanning and work closely with the College of Policing, Office of Rail and Road, National Police Chief's Council and the HSE to ensure that best practice and legislative changes are incorporated into our approach.

You will work closely with operational and trade union colleagues to ensure that safety, environmental and fire safety standards are complied with. You will continue to embed our award-winning approach to supporting mental health using TRiM methodology and develop and embed further wellbeing measures to ensure that our people feel we care about their wellbeing and to meet our People Strategy objective of being a great place to work and aim to ensure a culture of caring leadership within BTP.

You will lead the Force-wide Safety and Trauma Support provision (strategic and delivery) in support of operational policing and major incidents. Serve as Bronze Commander (Safety and Trauma Support) for major incidents (previous incidents have included the Croydon tram crash, Manchester Arena, Grenfell Tower and London Bridge) linking in with subordinate commands, Home Office Forces and agencies.

REWARD

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

SRO for the Safety, Health and Wellbeing budget (**£1.5M gross**)

Staff Responsibilities – Direct or Non-Direct

Direct: Head of Safety, Health and Wellbeing

Non- direct: Safety Assurance Lead (x1), Health and Wellbeing Lead (x1) and Mental Health and Trauma Support Manager (x1) and their teams

Any Other Statistical Data

C5000 employees and c140 premises

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Leadership:

- Head of Profession and competent person for BTP in all matters relating to safety, health and wellbeing.
- Provide advice and guidance to the Director of People and Culture, Chief Constable, the Force Executive Board and the British Transport Police Authority and other senior management forums to enable the proper discharge of corporate responsibilities under fire, health and safety legislation.
- Work in partnership with Senior Management to ensure a consistent, professional and positive approach to the management of safety, health and wellbeing and to promote/engender appropriate culture change and organisational development.
- Lead the development of a strong, credible and robust culture of safety, health and wellbeing in BTP.
- Ensure that we meet our statutory requirement for consulting on and reporting on health and safety.
- Manage the SLA with external providers such as OH, EAP, Psychological counselling, Physiotherapy etc to ensure that our people receive a timely, quality service within the set KPIs and SLAs.
- Lead the Force-wide Safety & Trauma Support provision (strategic and delivery) in support of operational policing and major incidents. Serve as Bronze Commander (Safety & Trauma Support) for major incidents.
- Work closely with People and Culture colleagues so that health, safety and wellbeing runs as a golden thread through people policies, job design (particularly for high risk roles), sickness absence, reasonable adjustments and any other people considerations.
- Work closely with operational colleagues on considerations for clinical governance, uniform and equipment (including body armour, tasers etc), estates decisions, new technology implementations etc so that risk assessment and considerations of health and safety matters become the norm.
- Support operational colleagues leading BTP's strategies on suicide prevention, vulnerable people, hate crime etc where your experience and knowledge may add value.
- Work closely with operational colleagues on implementing health and safety recommendations to command decisions and risk assessment methodology arising from Inquests and Inquiries such as the current Grenfell Tower Inquiry and the forthcoming Manchester Arena Inquest.
- Responsible for the team's annual business plan and budget bid that sets out the key objectives/activities of the team and the established targets.
- BTP lead point of contact with the Health and Safety Executive (HSE), College of Policing, NPCC, ORR and other relevant organisations on safety, health, wellbeing and fire matters.
- Seek the involvement and co-operation of other professionals/specialists within or outside BTP in the examination of general or specific problems relating to policing safety, health and wellbeing.
- Lead and motivate a team of diverse specialists, acting as Head of Profession and encouraging continual professional development.
- Member of the People and Culture senior leadership team, setting the people strategy for BTP.

E. DECISION MAKING:

Make decisions

To act as the competent person in all matters relating to safety, health and wellbeing, advising and guiding the Chief Constable, FEB and the BTPA to enable them to discharge their corporate responsibilities under health and safety legislation.

Significant say in decisions

Influence and persuade all levels of management including ranks more senior than self, to make decisions that enhance the safety, health and wellbeing of the BTP community and stakeholders.

REWARD

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Chief Constable, BTPA CEO, FEB and officers and staff at all ranks/grades, including elected/appointed employee Health and Safety Representatives, Police Federation, Superintendent's Association and TSSA – providing professional advice and direction in safety, health and wellbeing matters.

External

Other Forces and regulatory and professional bodies – exchanging information on best practice and supplying required reports. Responsible for external health and safety contact with HSE, ORR, CoP, NPCC, Rail Accident Investigation Branch, Coroners or other relevant parties as appropriate.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- MSc in Occupational Health and Safety Management or similar post graduate level qualification in Health and Safety from an IOSH recognised University course

Experience:

- Senior leadership experience and management of a team of Health and Safety/Occupational Health/Wellbeing/Trauma Support professionals to deliver an effective service.
- Delivering and guiding safety, health and wellbeing in a large, multi-site complex organisation
- Delivering measurable and visible improvements in safety, health and wellbeing management system.
- Proven track record of providing strategic advice and support to management in a geographically dispersed organisation.
- Demonstrable experience of developing, implementing and maintaining strategy, plans and policies.
- Establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority.
- Evidence of successfully challenging business or operational priorities where these conflict with legislation or would present a risk or threat to employee health and safety.
- Representing the views and interests of the organisation to external stakeholders and other scrutiny bodies.

Skills:

- High level of strategic planning and organisational skills.
- Able to analyse situations and solve problems.
- Able to manage a complex workload and prioritise own and team activities to meet tight deadlines.
- Professional, persuasive and influential. Able to command the confidence of senior managers, employees, trade unions, external partners and other stakeholders.
- Strong negotiating, influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations.
- Proven management skills – able to manage ‘upwards’ as the subject matter expert as well down.
- A challenging, dynamic and creative team player, who is collaborative but who leads by example.
- Ability to relate impact of own role to wider organisational and departmental plans.
- Strong customer service orientation.
- Achievement orientation with a drive to deliver.
- Computer literate and with a good understanding of how technology can improve safety, health and wellbeing practice.

Knowledge:

- Extensive knowledge of European and UK Health and Safety and Fire Safety legislation and its practical application within a high-risk front facing community and public service environment.
- Extensive knowledge of civil law and key case decisions leading to legal precedents and compensatory claims.
- Extensive knowledge of fire, health and safety management systems for continual improvement. Awareness of GDPR and Medical Report access legislation

Desired Criteria:

Qualifications and Training:

- Chartered Member of Institute of Occupational Safety and Health (CMIOSH)
- Lead auditor in ISO 45001 – Occupational Health and Safety
- Membership of ALARM as a Registered Risk Practitioner

Experience:

- Previous experience managing health and safety in an emergency service
- Experience of dealing with major critical incidents
- Knowledge of TRiM

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

- Required to be contactable out of hours in order to provide advice and attend if required emergency situations.
- Based in London (flexibility between Camden and London Bridge offices).
- Frequent travel and overnight stay in Great Britain to visit BTP and related sites.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

Rachael Etebar, Director of People and Culture

HoD:

Date: 19/11/2019

Evaluation Panel:

Date:

REWARD