

## 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:	Head of Safety, Health & Wellbeing	Current Grade:	C002
Department:	People and Culture	Area:	FHQ/London
Reports To:	Deputy Director People and Culture – Safety, Health & Wellbeing	No of Posts:	1
Level of vetting:	MV	Post Number:	

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

The Head of Safety, Health and Wellbeing will provide oversight across the work streams that deliver safety (including fire safety), health and wellbeing functions to BTP within a high risk operating environment.

The Head of SHW will set performance standards and foster a culture of continuous improvement, escalating to the Deputy Director using a risk-based approach.

The post-holder will be responsible for ensuring BTP's statutory responsibilities relating to the function are achieved minimising reputational and enforcement risk.

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

#### Financial – Direct or Non-Direct

Indirect – for all contractual financial controls.

Contributes to the decisions regarding effective deployment of the overall SHW budget of c £2.5m

#### Staff Responsibilities – Direct or Non-Direct

Direct: (x1) Health & Wellbeing Lead (x1) Safety Assurance Lead

Non- direct: (x1) Senior OH Adviser, (x1) Senior H&S Adviser and their teams totalling 13 posts

#### Any Other Statistical Data

Coverage of function for c5000 employees and c150premises

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

Act as the SME for the Health and Wellbeing and Safety Units setting out the standards by which safety, health and wellbeing services optimising performance focused on continuous improvement, customer experience and statutory compliance.

Lead development, implementation and oversee the monitoring of an integrated audit strategy and assurance framework for health and safety in line with legislation, reporting into the Central Health & Safety Committee (CHSC) and Audit & Risk Committee.

Lead engagement with external occupational health, psychological services, employee assistance programme, physiotherapy and health and safety contract providers. Oversee the account management ensuring services provided are in accordance with business needs. As the Lead ensure that the required procurement frameworks yield competitively priced services which are value for money, customer focused and sustainable (future proofed). Lead the financial management of contracts that they comply with account requirements, in line with BTP's delegated financial responsibility, ensuring supplier agreements and service level agreements are followed.

Lead the operational Sub-Bronze for the function and BTP in major/critical incidents, ensuring appropriate liaison with the Health and Safety Executive (HSE)/Office of Rail and Road (ORR)/Rail Accident Investigation Branch (RAIB) Inspectors, Coroners and other relevant parties. As SME provide support, expert advice and guidance in such incidents, including the provision of specialist clinical help, suppliers and reports.

Lead on BTP's provision of operational clinical governance activities ensuring officers' first aid and other training provision reflects current resuscitation and trauma techniques in accordance with College of Policing protocols. Provide expert input to Coroner's reviews and Inquests.

Lead and direct a professional department, communicating/cascading performance information and professional updates across the function. Positively promote and support the maintenance and achievement of CPD where required for continued membership of professional bodies, such as Institute for Occupational Safety and Health (IOSH) and Nursing and Midwifery Council (NMC).

Provide leadership to both units, ensuring the units visibility, reputation and creditability, which fosters a positive culture. Ensure that the function promotes, provides and delivers a sensitive, empathetic service based upon confidential, comprehensive and impartial professionalism.

Review high risk sensitive cases with senior colleagues ensuring the department's input into decisions regarding termination of employment is medically evidenced. Lead on the forces adoption of additional PTSD interventions to minimise the impact on operational efficiency.

Act as a point of escalation and source of expertise for complex queries and problems, promoting an inclusive learning culture enabling the teams to increase knowledge and become self-sufficient.

Identify continuous service improvements, scoping different projects that will deliver functional improvements. Overseeing and assigning various initiatives across to internal resources as appropriate, to identify financial and work efficiencies.

Undertake any other related activities identified by the Deputy Director (P&C) for SHW as they arise.

**E. DECISION MAKING:**

**Make decisions**

Accountable for the performance of the OH, health and safety and wellbeing team

Determine BTP's health and safety annual audit programme.

Agree and quality assure the content of the SHW reporting requirements prior to submission to the COG/ARIC/Force Executive Board and BTPA.

**Significant say in decisions**

Support the Deputy Director of People and Culture – SHW to ensure decisions are strategically aligned and optimally enhance the safety, health and wellbeing of BTP community and stakeholders.

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

**Internal**

COG, senior managers, health and safety/wellbeing representatives of trade unions/staff associations and wider P&C community.

**External**

NHS partners and other emergency service partners, external contractors

BTPA, other Forces and regulatory and professional bodies: HSE, DfT, ORR, RAIB Inspectors, 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 qualifications from an Institute of Occupational health and Safety (IOSH) recognised institution
- NEBOSH (National Examination Board in Occupational Safety and Health) certificate in Health and Wellbeing or similar
- Diploma in Advance Fire Management
- Lead auditor qualifications for OH & Safety, for example BSi/ISO
- Chartered Member of Institute of Occupational Safety and Health (CMIOSH) or similar

**Experience:**

- Senior management experience of working within a complex operating environment, leading health and safety and occupational health professionals.
- Track record of directing H&S and wellbeing interventions in a large complex organisation with a high risk environment.
- Delivering measurable and visible improvements in health, safety and wellbeing management systems.
- Demonstrable experience of being responsible for wellbeing, OH and safety performance and delivery.
- Demonstrable experience of developing, implementing and maintaining fire, OH, Wellbeing and safety strategy.
- Overseeing numerous multi use sites safety and occupational health audit requirements.
- Establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority.
- Successfully challenging business or operational priorities where these are in conflict with legislation or present a risk or threat to health and safety/wellbeing.
- Representing the views and interests of the organisation to external stakeholders and other scrutiny bodies.

**Skills:**

- Professional, persuasive and influential. Able to command the confidence of senior managers, employees, trade unions, external partners and other stakeholders.
- A challenging, dynamic and creative team player, who is collaborative and leads by example.
- Proficient in producing and presenting to a senior audience.
- Ability to relate impact of own role to wider organisational and departmental plans.
- Strong conceptual and analytical skills with good attention to detail.
- Strong customer service orientation.
- Ability to be decisive and hold to account.
- Achievement orientation with a drive to deliver.
- A good understanding of how technology can improve health, safety and wellbeing practice.

**Knowledge:**

- Extensive knowledge of European and UK Health, Safety and Fire legislation and national standards and their practical application within a policing community and public service environment.
- Extensive knowledge of related civil law and key case decisions leading to legal precedents and compensatory claims.
- Extensive knowledge of health and safety management systems for continual improvement.

**Desired Criteria:**

**Qualifications and Training:**

- Membership of ALARM as a Registered Risk Practitioner

**Experience:**

- Previous experience in safety, health and wellbeing in the police service.

**Skills:**

**Knowledge:**

- Excellent knowledge of relevant BTP processes and procedures.

**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 and deployable at short notice to provide services in emergency situations.
- Frequent travel within England, Scotland and Wales to visit BTP and related external sites.

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

Nisa G Carey

HoD:

Date: 13<sup>th</sup> May 2019

Evaluation Panel:

Date: