



THE ROLE

Head of Health & Safety

(*Competent person*)

Department:	Health & Safety
Role Code:	HS01
Grade/Rank:	Grade 12
Responsible to:	Assistant Director - Assurance
Responsible for:	Line management responsibility for the Health & Safety Department

Job Purpose:

To protect and save life, property and the environment by delivering a high quality, professional service managing the activities of each of the functions comprising the Health and Safety (H&S) Department. Support the Assistant Director of Assurance to provide the strategic link to the DCFO (Director responsible for H&S) and Community Commanders, Department Heads and other key stakeholders in all matters relating to H&S.

Main Duties and Responsibilities:

1. Responsible for the effective delivery of the H&S Department including budget management, setting strategies, H&S framework, audits, statistics and performance management for the purpose of ensuring that the Service meets the requirements of relevant legislation.
2. Responsible for the Services systems and procedures for H&S and safe systems of work across the Service, fostering a positive health and safety culture in collaboration with other departmental heads and represent the health and safety department at other committees and produce an annual report on health and safety performance and culture.
3. Planning and continually developing the strategy for the effective management of risk information from both local and national intelligence sources (including other FRS improvement notices, fatal inquests, Coroners Regulation 28's and other agencies and Services fatal debriefs) to proactively mitigate risks as far as reasonably practicable within the Service.
4. To engage with the Health & Safety Executive with respect of issues impacting the Service and manage and implement recommendations.

5. To participate in and ensure that arrangements are in place for effective consultation with Representative Bodies and Safety Representatives in all aspects of Health, Safety & Welfare activity.
6. To provide H&S advice to appropriate function leaders and acting as the Service Specialist for all matters relating to H&S, influencing behaviour where appropriate to ensure the creation of the right working culture and conditions.
7. Liaise directly with and coordinate responses for Service solicitors (on behalf of the Service) when litigation claims are made against the Service in relation to claims against our statutory duty under the Health and Safety at Work etc. Act to determine whether the Service had a duty owed, where that duty was breached and whether any parties suffered a loss as a result of the breach.
8. Responsible for the quality assurance of H&S training in liaison with the Learning & Development Department.
9. Fosters a “safety culture” and the highest possible standards of safety behaviour developed through educations, training and awareness.
10. Liaising with external agencies and representing the Service at committees including the CFOA Eastern Region H&S Practitioners Meeting.
11. Liaison with external agencies and partners acting as a H&S Specialist for the Service. Undertakes peer audits of other Fire Rescues Services.
12. Attending Health Safety and Welfare Strategy Group in the capacity of Deputy Chair and Chair of the Health, Safety & Welfare Functional Forum.
13. Manage and develop self and others to improve personal and team performance and deliver objectives.
14. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager. Completing Manager CIVICA processes where appropriate.
15. Manage H&S related projects and Quality Assure health and safety implications within other projects on behalf of the Service as required.
16. Manage the efficient and effective use of resources to support activities and to achieve departmental and Service objectives.
17. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 1998