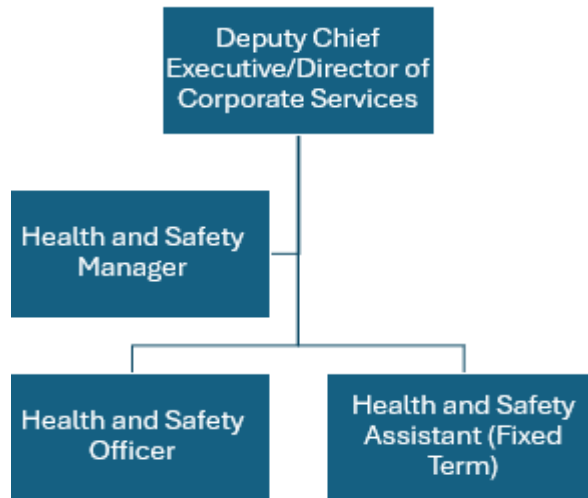


Job Title	Health and Safety Manager		
Post Reference		Temporary/Permanent	Permanent
Grade	Grade 7	Hours	Full-time
Reports to	Deputy Chief Executive/Director of Corporate Services		
Line Management responsibilities (Direct and Indirect)	Direct Health and Safety Officer Health and Safety Assistant (fixed term)		
Directorate/ Department	Corporate Services, Health and Safety		
Location	Headquarters, Calcot, Reading		
Politically restricted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job			
<p>Reporting to the Deputy Chief Executive/Director of Corporate Services. Responsible for direct liaison with the Senior Leadership Team and other RBFRS personnel.</p> <p>Act as the appointed Competent Person to help RBFRS meet its statutory health and safety duties, providing professional and specialist advice and guidance.</p> <p>Lead on the development and delivery of the Health and Safety Strategy and Action Plan, ensuring that health and safety is maintained at the highest possible levels, in order to reduce injury at work related ill-health, and ensure statutory compliance.</p> <p>Lead and manage the Health and Safety Team, ensuring the provision of an efficient and effective advisory service, supporting the Senior Leadership Team, managers, staff and other stakeholders.</p>			

Organisational Structure



Key Responsibilities and Deliverables:

- Providing RBFPS with professional and current health and safety expertise, both general and fire service specific; lead adviser on health and safety matters to the Senior Leadership Team and Fire Authority, including where initiated, strategic projects and Critical Event Management Team meetings; act as the Appointed Competent Person in accordance with regulations.
- Providing effective line management to the health and safety team, ensuring that individuals are clear about what is expected of them; coach and develop team members.
- Developing and implementing the health and safety strategy; associated action plan, service plan and objectives, reporting progress to Health Safety and Wellbeing Committee.
- Developing, implementation, monitoring and evaluation of the health and safety management system and associate policies; ensuring that these are regularly reviewed and updated to ensure continued legal compliance; and communicated in an appropriate way.
- Maintaining oversight of key corporate objectives and strategic commitments to ensure that health and safety strategy, plans and objectives are prioritised accordingly.
- Working in collaboration with the Wellbeing Manager on the delivery of shared strategy initiatives
- Proactively identifying, managing and treating corporate health and safety risks, including new and emerging risks.
- Forming effective working relationships with colleagues within the organisation and taking a lead in developing a positive and effective health and safety culture.
- Developing and maintaining effective communications and relationships with external Fire and Rescue Networks; enforcement agencies; professional and legal bodies, to support delivery of the Service's health, safety and wellbeing agenda, and organisational objectives.

- Proactively identify opportunities for improved efficiency and effectiveness in health and safety processes and escalate these through the appropriate channels, including co-design opportunities with Representative bodies, and collaborative opportunities with other services.
- Attending and presenting reports to HSWC, SPB, SLT, and other meetings eg Programme Board as required.
- Representing RBFRS at quarterly meetings and contribute to the Fire and Rescue Risk Reduction Group (FARRG) agenda by taking part in and leading projects.
- Ensuring and overseeing the collection, analysis and publication of health and safety performance data which informs health and safety strategy, plans, objectives and organisational decision making.
- Ensuring and overseeing the effective management of the safety event reporting process; ensuring that investigations are commensurate with potential harm and ensuring that lessons learned are shared appropriately to support organisational learning.
- Ensuring that external learning from sources such as FARRG, NFCC H&S committees, HSE, is shared through membership of Operational Learning and Assurance Board, and with other appropriate internal stakeholders.
- Ensuring the effective management of the health and safety risk assessment process; ensuring that professional advice and guidance is provided, to support the development of safe systems of work, working practices and procedures, escalating matters of concern to SLT.
- Leading and taking part in internal audits, and the NFCC South-East Regional health and safety group's programme of audits.
- Ensuring the effective management of the hazardous substance exposure reporting procedure.
- Providing advice and guidance to the HR department on health and safety training and health surveillance for staff members.
- Contributing to service wide consultations on policy changes and new initiatives
- Managing the health and safety budget.
- Maintaining continuing professional development in accordance with the Institute of Safety and Health requirements to maintain Chartered status.
- Undertaking any activities appropriate for the role, allocated by the Director of Corporate Services.
- Responsible for a budget of up to £20k

Person Specification

Qualifications and training	On recruitment	After Training
NEBOSH Diploma or equivalent (NVQ/Degree) or working towards	X	
Graduate/Certified or Chartered membership of IOSH	X	
Recognised auditor qualification eg IOS 45001 lead auditor		X
Recognised adult education qualification eg C7G, AET award		X
Evidence of Continuing Professional Development	X	

Knowledge, skills and experience	On recruitment	After Training
Excellent and up to date knowledge of Health and Safety legislation, guidance, best practice and case law	X	
Able to interpret and give advice on health and safety legislation, guidance, best practice and case law in the context of an emergency service	X	
Able to interpret and give advice on industry specific guidance eg NFCC		X
Able to develop health and safety procedures	X	
Able to interpret and analyse complex information	X	
Excellent investigation skills	X	
Excellent risk assessment skills	X	
Experience of taking part in health and safety audits	X	
Knowledge of the UK Fire and Rescue Service national frameworks		X
Excellent communication skills, able to deliver information to a range of audiences including senior leaders, managers and staff	X	
Customer focussed 'can do' approach to delivering solutions	X	
Interpersonal skills, able to build good working relationships and influence internal and external stakeholders eg HSE and other FRS's	X	
Able to write reports and present information in a clear and concise way	X	
Able to plan and prioritise and cope with conflicting and complex demands	X	
Calm and resilient under pressure	X	
Experience of working in a collaborative way	X	
Strategic thinker, who is also good on detail	X	
Adaptable in response to organisational change and working practices	X	
Experience of managing a team	X	
Able to coach, teach and develop others	X	
Able to design and deliver training to others	X	
Flexible approach (in the event of evening or weekend work)	X	
Able to maintain confidentiality	X	
Computer literate	X	

<p>Other Requirements</p> <p>Ability to travel to other locations within the county of Berkshire</p> <p>Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.</p>

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> • Leading Yourself <input checked="" type="checkbox"/> • Leading Others <input checked="" type="checkbox"/> • Leading the Function <input checked="" type="checkbox"/> • Leading the Service <input type="checkbox"/>

Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies. Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service’s policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Health, Safety and Wellbeing	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Tracy Hawkins		
Approved by:	Nikki Richards		
Profile Effective from:	1/1/22	Last reviewed:	11/1/24
Post holder name:		Signature:	

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

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