



Role Profile

Role Title	Head of Operational Health and Safety				
Business group and team	Engineering and Operations– Health, Safety, Environment and Quality				
Job Purpose Overview	<p>To ensure FCDO Services meets statutory, regulatory and internal policy obligations in health and safety. Responsible for ensuring delivery of operational health and safety strategy, policies and procedures. Driving FCDO Services health and safety vision, leading the safety team, providing subject expertise across the organisation. Leading continual improvement and contributing to key projects and initiatives. Ensuring appropriate effective internal controls am delivery of internal and external audit programmes. Maintaining effective control disciplines and taking overall responsibility for change initiatives that lead cultural change.</p> <p>This role is key to effective governance of FCDO Services and the role holder is expected to use their specialist subject expertise and leadership skills to: influence, communicate, negotiate, analyse and resolve complex issues, diffuse conflict and fulfil requirements in an independent manner to make informed decisions and act. Strong working relationships with key stakeholders, including Directors, senior managers, colleagues, customers, Partners Across Government and Enforcement Agencies.</p>				
Organisational position	<p><i>Insert organisational chart or give brief description of where the role sits in the organisation. (To comply with our security rules, only provide the name of the job).</i></p> <pre>graph TD; AD[Assistant Director: Health, Safety, Environment and Quality] --> HOS[Head of Operational Health and Safety]; HOS --> HSM1[Health and Safety Manager]; HOS --> HSM2[Health and Safety Manager]; HSM1 --> HSA1[Health and Safety Advisor]; HSM2 --> HSA2[Health and Safety Advisor];</pre>				
Date Updated	Dec2020		Updated By	JM	
Current / Applied Grade	D6	Job evaluation date	2013	Confirmed grade	D6
Level of Security Clearance	DV	DV			

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Provide strategic leadership for FCDO Services, championing development and implementation of the Health and Safety Strategy.
- Lead and influence the direction of health and safety policy in both the UK and overseas.
- Devise and Develop health and safety policies, procedures and guidance as part of FCDO Services Health and Safety Management System.
- Identify areas for health and safety improvement and make practical, cost effective recommendations.
- Focal point of contact for expert health and safety advice, support and guidance across FCDO Services working with all levels across the organisation.
- Forge effective relationships across the business at all levels to drive the health and safety culture and change initiatives.
- Maintain and strengthen strategic relationships with FCDO and other key stakeholders to ensure FCDO Services interests are protected.
- Represent FCDO Services in dealings with external agencies and Partners Across Government (PAG) (i.e. HSE, Crown Premises Fire Inspectors, Insurers, Occupational Health Providers and Occupational Hygienists).
- Support the commercial bid team by provision of relevant and timely information.
- Ensure FCDO Services corporate governance arrangements for health, safety and welfare are in line with statutory and regulatory requirements and being met.
- Implement effective corporate processes for health, safety and welfare to ensure statutory and regulatory compliance, and drive continual improvement initiatives across FCDO Services.
- Strategic planning and delivery of FCDO Services Annual audit programme and in line with external audit compliance standards.
- Providing subject specialist expertise and leadership as well as influencing culture change initiatives across the organisation.
- Lead investigations into serious accidents, incidents and complaints and ensure FCDO Services interests represented/protected.
- Devise, develop and deliver appropriate health and safety training and education programmes for FCDO Services staff. Establish a high performance customer-focused health and safety culture across FCDO Services.
- Undertake continual professional development (CPD) and maintain professional expertise through networking, ongoing training and development.
- Maintain and strengthen strong working relationships with key stakeholders, external bodies and other government departments in pursuit of health and safety excellence.
- Embed the principles of inclusivity. Empower staff to develop knowledge, skills and competencies
- Hold and lead regular one to one meetings with staff to ensure effective delivery and continual professional development.

KNOWLEDGE AND KEY SKILLS

Essential:

- Chartered Safety Practitioner (CMIOSH)
- NEBOSH Diploma (or equivalent)
- Proven experience of health and safety management systems
- Excellent communicator with strong personal impact and credibility to influence the direction of the health and safety agenda, lead cultural change programmes and operate at all levels and deliver results
- Excellent presentation skills
- Track record of designing, achieving and monitoring performance target
- Management of a team of health and safety professionals
- Working across a multi-functional organisation
- Delivering effective safety management across a worldwide platform

Desirable:

- *Familiarity with operating within a secure government environment*
- *Experience of change management*
- *Working at Board Level*
- *Experience of strategic planning*

CORE BEHAVIOURS

Top three for job:

- Seeing the Big Picture
- Leadership
- Managing a Quality Service

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Delivery against corporate and health and safety strategies
- FCDO Services compliance with statutory and regulatory requirements
- Provision of comprehensive health and safety policies and procedures
- Continual development of and improvement in the FCDO Services Health and Safety culture and behaviours
- Delivery of audit programmes
- Effective relationships with internal and external customers

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Y / N	£ per annum	Y / N
Reports to: (Role Title and Grade)	Assistant Director: Health, Safety, Environment and Quality	
Direct Reports: (Number and grades of staff)	2 x C4	