

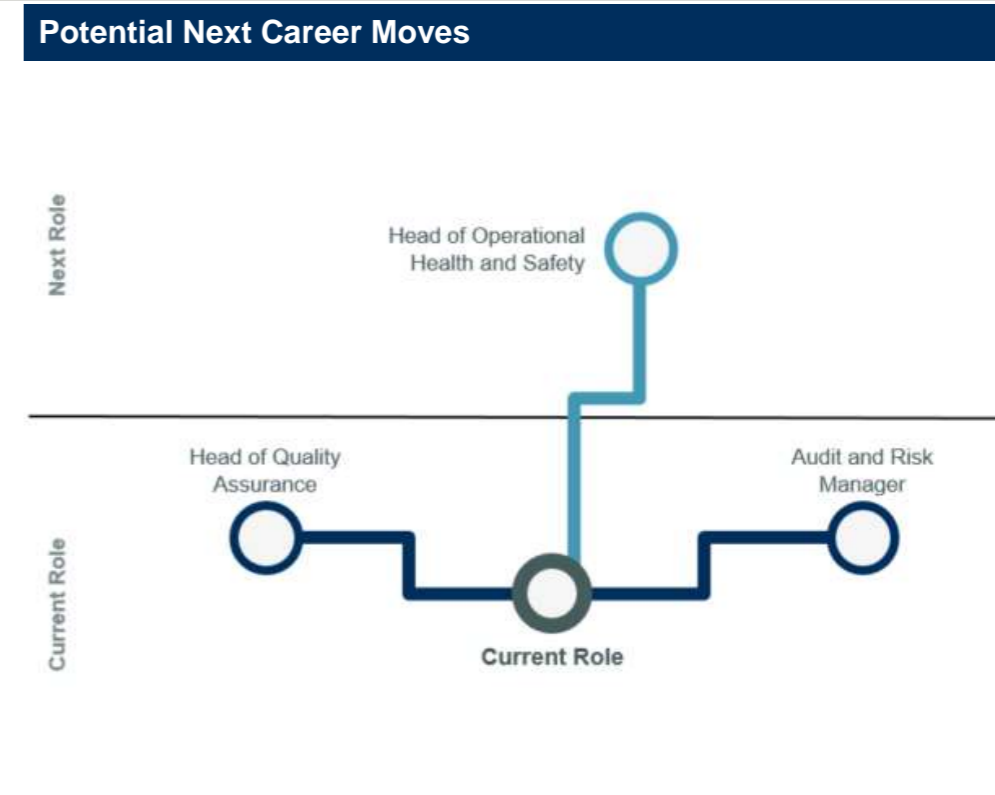


Role Title	Health and Safety Manager				
Job Family	Corporate Governance	Sub Category	Health and Safety	Grade	C5
Behaviours	• Seeing the Big Picture	• Collaborating and Partnering	• Managing a Quality Service		
Purpose	Provide health & safety strategic and policy direction, and facilitate safety management in complex projects and environments.				

Key Accountabilities	
<ul style="list-style-type: none"> • Manage the Corporate and Group specific health and safety management activities, providing constructive health and safety expertise to all parts of FCDO Services, contractors and customers • Design and deploy FCDO Services Health & Safety policies and procedures and deliver compliant, competent policy and operational advice across all FCDO Services activities • Through structured audit and inspection monitor and review compliance with Health & Safety policies and ensure procedures are in place and enforced. Provide improvement and development support. 	<ul style="list-style-type: none"> • Co-ordinate the delivery of health and safety and related content of projects and project bids, which have direct impact on the overall performance of FCDO Services • Exercise sound judgement utilising professional competence to deliver safe and effective solutions in complex projects and work activities across the international delivery platform; including to ensure safe risk control in designs, working activities and working environments • Act independently on day to day issues and provide constructive advice to senior management, product and service delivery teams and contractors on compliance with the safety management systems, to maximise loss prevention

Authority and Scope
<ul style="list-style-type: none"> • Responsibility for business partnering with FCDO Services facilities at Hanslope Park, Milton Keynes and King Charles Street, London, and FCDO Services corporate functions. • Responsibility for leading H&S in Projects and ensuring compliance with CDM 2015 across design and construction phases of projects. • Responsibility for leading H&S in engineering operations, estates management and Logistics operations.

Internal and External Communications
<ul style="list-style-type: none"> • Forge effective relationships with Trade Union Safety Representatives and safety support staff (building incident co-ordinators, fire wardens first aid staff) and key stakeholders' health and safety representatives • Build and maintain effective relationships with key stakeholders in Engineering & Operations, Commercial Bid teams, Procurement and Logistics. • Build a strong network of relationships with Regional management to give effective guidance on the management of risks in activities at Posts. • Build and maintain effective relationships with health and safety specialists with construction contractors.



Skills
<ul style="list-style-type: none"> • Governance • Analyse, interrogate and evaluate data • Strategic planning • Customer/supplier relationship management • Negotiation • Policy and Process Design – H&S • Safety risk management • Compliance monitoring • Incident investigation and resolution • Auditing • Lead in a matrix structure

Qualifications, Knowledge and Experience
Essential
<ul style="list-style-type: none"> • NEBOSH general certificate (or EQF Level 3 equivalent) • Health and Safety management experience in Property and Facilities Management, construction and compliance with CDM 2015, statutory compliance, Data Centres and/or emergency response planning. • Application of H&S and construction in an international arena within a technical environment. • Working towards Diploma in OSH (or EQF Level 6 equivalent)

Desirable
<ul style="list-style-type: none"> • Diploma in OSH (or EQF Level 6 equivalent) • Graduate or Chartered Member of IOSH • CiTB SMSTS for construction • Experience of leading and developing a small team