

Supporting a thriving Parliamentary democracy

Job Title:	Assistant Director of Health & Safety
Salary:	£63,716 - £75,953 per annum
Team:	IHSE Health & Safety Team
Contract Type/Duration:	Permanent

Team Information

The In-House Services and Estates (IHSE) team are custodians of the parliamentary estate. Operating through the lens of customer delivery, the team's purpose is to ensure; welcoming, safe, inclusive facilities and services which minimize environment impacts and celebrate the cultural heritage of Parliament. Many of the services and projects which the team leads on are delivered on a bicameral (House of Commons and House of Lords) basis. The team includes ceremonial positions such as the Serjeant at Arms (SAA), the fire team, catering services, maintenance, accommodation, design standards and office moves. The team runs many programmes and projects maintaining, repairing, and upgrading the existing buildings, including the Grade 1 listed Palace of Westminster and numerous other buildings across the parliamentary estate. For its programmes and projects, it operates a thin client model where the majority of the activity is contracted out.

There is a key and important team interface with the Restoration and Renewal (R&R) programme managed by separate legal entities, the R&R Sponsor Body and Delivery Authority. The relationship is underpinned by a Parliamentary Relationship Agreement which defines accountabilities and responsibilities.

The team composition is broadly:

- 320 office based – a full range of professions from Finance to Project Management to Banqueting booking and customer help desks.
- 560 operationally based and uniformed – from catering to customer delivery to reception areas, this includes maintenance and ceremonial posts and access management.

In addition to the employed teams, there are at any one time a significant number of contractors working on major estate works (circa 500) and a number of services where there is outsource provision and other companies providing service. Historically there has been a greater default to insourcing rather than outsourcing. There are two component parts of the new In-House Services and Estates (IHSE) team; Strategic Estates and In-House Services.

Job Information

The Assistant Director of Health and Safety will be part of a new IHSE Health & Safety team and will report to the newly appointed Director of Health & Safety IHSE. As a new post this presents a unique opportunity to be a part of the development and delivery of the IHSE health and safety strategy and its successful implementation. Providing a high standard of H&S for the Parliamentary Community¹ is inherent in the vision and values of both Houses and is a key element in the Corporate Safety Strategy and Action Plan and the IHSE Business Plan.

As part of the IHSE H&S team the post holder will lead on the development and implementation of the IHSE health and safety arrangements, and drive excellence in the implementation of the Parliamentary Safety Management System.

The post holder will work with the IHSE Director of Health and Safety to embed an effective H&S culture within IHSE and supporting its operating model to ensure continual improvement and innovative processes while promoting a lifecycle approach to H&S. Working with the Directors in IHSE and with key stakeholders in and across Parliament, the post holder will lead and collaborate regularly with the embedded compliance teams within the relevant IHSE directorates ensuring effective support and the sharing of best practices and innovation.

As deputy to the Director of IHSE Health and Safety they will also play a key role on the major governance boards such as the IHSE Board and the Parliamentary Safety Assurance Board. The role will have line manager responsibilities one Health & Safety Manager and two Health & Safety Advisers.

Responsibilities

- Deputy to the Director of IHSE Health and Safety
- Lead on the development of the IHSE H&S arrangements and safety management system that meets the requirements of the corporate safety management system while applying the principles of ISO45001
- Lead on the implementation of the IHSE arrangements and safety management system to a standard that would meet those required to achieve ISO certification
- Lead on cross departmental collaboration working with functional leads and SME's within other IHSE directorates to develop best practice
- Actively promoting cultural improvement and safety excellence through programme development relevant to the constituent parts of IHSE
- Being a source of expert advice on H&S in IHSE providing independent, objective and informed analysis, judgement, advice and recommendations to the Director of H&S, the Managing Director and Director General. Advising on H&S performance for IHSE's business including, but not limited to, statutory compliance, in a manner that provides sufficient oversight, assurance and value for money and contributing fully to strategic H&S thinking

¹ Members of Parliament, Peers and their employees and other people working for them, employees of the Commons and Lords administrations and the Parliamentary Digital Services, employees of other Parliamentary organisations on site, specialist advisers and others supporting Parliamentary workers, members of the Press Gallery, contractors, agency workers, inward secondees or interns and visitors.

- Effectively collaborating with the Parliamentary Safety Team to and contributing to the wider Safety Centre of Excellence for Parliament
- Leading on conducting compliance audits to internal and external standards with associated report writing and development of corrective and preventative action plans and closure of audit findings.
- Ensuring robust H&S business intelligence in the form of data, insight, and analysis.
- Develop and deliver engaging, creative, and innovative approaches that support the development and delivery of a high-performance H&S culture.
- Contributing to the continuous development of the IHSE H&S arrangements ensuring that the IHSE H&S arrangements align with the IHSE strategic goals and that teams are operating to the highest standard of H&S.
- Embed the Houses' vision and values in the delivery of H&S within IHSE.
- Work with the safety advisers on the estate to be proactive in providing advice, guidance, and support, developing a programme of training and associated activities to assist with the continuous improvement of a H&S performance and culture.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Essential

- NEBOSH Diploma or equivalent
 - Chartered Membership of the Institution of Occupational Safety & Health
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Criterion 2

Desirable

- Construction and/or facilities management HSW experience
 - Experience of successfully managing relevant ISO systems e.g. ISO:45001
 - ISO accredited Internal Auditor
 - PRINCE2 Qualification
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Criterion 3

- Proven ability to provide leadership, set strategic objectives, develop and motivate teams to deliver results. Promoting a culture of diversity and inclusion and supporting others in the delivery of their roles.
 - Proven ability to build wide reaching collaborative relationships to achieve the common goal of making everyone feel valued and respected and keeping all those working on and visiting the Estate safe.
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Criterion 4

- Highly developed written and verbal communication skills, with the ability to facilitate senior-level group discussions and develop internal communication material.
 - Developing and presenting Board papers and reports, conveying complex information in a straightforward way.
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Criterion 5

- Ability to think strategically, anticipating and managing high-level risks and uncertainties. Identifying and implementing solutions to complex situations with conflicting priorities and / or stakeholder requirements.
 - Makes decisions and gives objective advice based on best available evidence and analysis. Ability to work clearly and accurately under pressure and tight timescales. Ability to work effectively under limited direction and under time pressure.
 - Applies a range of analytical techniques to understand complex issues and make strategic decisions. Effectively manages a variety of safety issues and non-compliances, whilst complying with legislative requirements, safety principles and best practice.
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