



# JOB DESCRIPTION

*Supporting a thriving parliamentary democracy*

<b>CAMPAIGN TYPE:</b>	Concurrent		
<b>JOB TITLE:</b>	NEP Health and Safety Manager		
<b>PAYBAND:</b>	B1 PTO (H1)		
<b>PAY RANGE:</b>	£40,905 - £50,091		
<b>TEAM:</b>	Strategic Estates		
<b>SECTION:</b>	Northern Estate Programme		
<b>REPORTS TO:</b>	NEP Programme Manager		
<b>NUMBER OF POSTS:</b>	2	<b>Hours (p/w):</b>	Full Time 36
<b>CONTRACT TYPE/DURATION:</b>	<b>Fixed Term for 18 months</b> , with the possibility of extension or permanency		
<b>ISSUE DATE</b>			
01/10/2018			
<b>CLOSING DATE FOR APPLICATIONS</b>			
19/12/2018 at 12:00pm			

## BACKGROUND AND CONTEXT OF THE ROLE

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).

The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons Service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

The Northern Estate Programme manages the comprehensive refurbishment of a significant number of historic buildings on the Parliamentary Estate. These include the redevelopment and providing decant accommodation for the House of Commons whilst the Palace of Westminster undergoes work as part of the Restoration and Renewal Programme. The NEP is managed by a Programme Director, supported by a dynamic and growing team, and overseen by a Programme Board.

The Programme has a high public profile and significant interdependencies with other major Programmes on the Parliamentary Estate. It carries substantial risks that will require robust management and has a growing commercial impact as it proceeds through the RIBA design phases (currently at Stage 2) and towards construction. The Programme is fast-moving and will require an experienced Health and Safety Manager who will make a positive impact within a short time following their appointment.

## JOB SUMMARY AND OBJECTIVES

This is a key role within the programme given the nature of work and the environment that the work will be carried out in. The post-holder will play a key role to ensure a safe working environment for all the people who work on the programme and create an environment that is conducive to normal health and well-being.

- Act as the subject matter expert and “go-to” person for any health, safety and environment matters or concerns, providing up-to-date advice and knowledge of best practice in a construction setting.
- The post-holder will be responsible for all health and safety activities on their designated site, throughout all the stages of commissioning, construction, conversion, renovation, repair, fit out, redecoration or other maintenance (including chemical cleaning or high-pressure abrasive cleaning), decommissioning, demolition or dismantling of a building structure.
- Work with designated Project Managers to co-ordinate, advise and support Site Teams on all aspects of Health and Safety. Manage and monitor standards and processes, and the related communications, training and systems, to ensure they are adhered to and statutory obligations met.

## KEY ACCOUNTABILITIES

- Attending sites to carry out fire risk assessments and produce health and safety reports. Liaising with Fire Officers regarding inspections carried out by the local fire authority and any enforcement notices.
- Coordinating Asbestos Management Surveys and Asbestos re-inspections and monitoring.
- Producing remedial reports on any incidents and for any potential health and safety claims.
- Ensuring health and safety standards as set out by the Health and Safety Executive (HSE), and where appropriate the Parliamentary Health and Safety standards, are adhered to throughout all the programme of activities and work sites, and there is a safe work environment.
- Advising on providing, maintaining and promoting a safety compliant environment.
- Carrying out regular safety inspections of all work areas, on a permanent or temporary basis, including offices, sites, plant rooms, any spaces occupied by contractors, or where maintenance and related work is carried out.

## KEY RESPONSIBILITIES

### Specialist and functional

- Advising the Northern Estate Programme on health and safety, and environmental legislation issues. Ensuring amendments to legislation and, health and safety standards, are assessed and appropriate recommendations made and implemented as required to meet the client’s requirements.
- Ensuring everyone on the programme, employees and contractors, are aware of their responsibilities under health and safety, and environmental, legislation and that they comply with the processes defined in any NEP and Parliamentary policies and standards.
- Providing advice to employees, line managers, senior managers and contractors, on all aspects appertaining to health and safety, and environmental, matters and guidance on the preparation of Health and Safety Plans, Method Statements, Risk Assessments and other health, safety and environmental documentation.
- Arranging and carrying out, with the Corporate Health and Safety representative, a programme of site safety audits and safety inspections, maintaining records of the audits and inspections, and ensuring the necessary corrective measures are agreed and implemented. In conjunction with the Programme Advisor on Construction, Design and Management (CDM), contribute to assurance meeting reports and documentation.
- Arranging and carrying out incident and accident investigations, liaising with the client or enforcement authorities as relevant, reporting the findings to the Senior Project Leader. Investigating and reporting on incidents and dangerous occurrences with recommendations for remedial action.
- Ensuring that all health and safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Continuously seeking, proposing and implementing agreed health and safety improvements. Ensuring that documented safety procedures are in place in respect of services provided by the estates team or by contractors operating on site.

### Decision making and strategic focus

- Responsibility for operational aspects of safe service delivery and frequently makes decisions that require complex and conflicting information to be understood, assessed and judgment applied accurately. The output of those decisions impacts on the safety of the whole organisation as well as its customers.
- To devise and implement appropriate solutions and to assist health and safety legal compliance across the site you manage. To be influential in raising aspirations for health and safety performance.

#### **Stakeholder management and customer focus**

- Key relationships for this role include SE, Parliamentary Safety team, Environ team, security, ALS, In house maintenance, Principal Contractor's from other projects.
- This role has a complex stakeholder remit with the need to network extensively across all levels to promote good practice and establish and manage processes and systems that permit the effective governance and management of health and safety and to provide an advisory service on all aspects of health and safety and monitoring safety performance.
- This role will be responsible for providing a comprehensive expert professional advisory and support service to stakeholders, as well as advising, influencing and working with Senior Management on the implementation of safety improvements.
- This role will also be responsible for working with the fire officer, to monitor and advise on the adequacy of fire precautions and compliance with statutory fire regulations, ensuring drills are appropriately carried out and all necessary documentation is in place.

#### **Planning and organising**

- Ensuring that all incidents, accidents and near misses are reported and investigated in accordance with health and safety policies. Reviewing all incidents and accidents and advising on relevant adjustments required to mitigate future occurrences.
- The post-holder will be required to develop clear and structured plans to implement, evaluate and record training on health and safety matters.

#### **Innovating and improving**

- The post- holder will be proactive in identifying safety and training needs, and work closely with staff to ensure statutory compliance requirements are met, including regulations relating to electrical safety, COSHH, gas safety, fire and health and safety.
- The role also has responsibility for identifying opportunities for continuous safety improvement, improvements to policy and reporting as well as proactively driving the achievement of high standards.

#### **Resource management**

- The post-holder will be responsible for ensuring that all site staff are consistently monitored to ensure compliance with health and safety regulations, escalating any non-compliance to senior managers or the senior responsible officer for the Northern Estate Programme and advising on remedial action.

#### **Key internal and external relationships**

- This is a key role in the NEP Programme Team and will interact with colleagues in many parts of Strategic Estates who are engaged on the other Programmes. It has particular relationships with the NEP Client Advisory Services (CAS), contractors and 3rd party suppliers such as WSP, BDP, Aecom, Lendlease, Wates etc.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- NEBOSH Construction Certificate, or BOHS Certificate of Competence in Asbestos, or equivalent
- Tech IOSH, or similar and equivalent membership, minimum of AIEMA or similar equivalent institute.
- Knowledge of Control of Asbestos Regulations, ACoP and associated guidance

#### **Desirable**

- Experience of working in a public-sector environment that is politically sensitive or highly complex and implementing and monitoring of a Behavioural Based Safety Programme.

REQUIRED SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<p><b>Criterion 1 – Functional Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>- Experience of managing operational and strategic health and safety issues, developing and implementing improvements, within an estates environment. Specialist knowledge of health and safety legislation, standards and best practice including inspections and reporting of the working environment and safety.</li> <li>- Working knowledge of civil engineering works, building and construction projects and an awareness of latest Building Regulations and Health and Safety legislation.</li> </ul>	X		X
<p><b>Criterion 2 – Providing a Customer Focused Service</b></p> <ul style="list-style-type: none"> <li>- Takes responsibility for setting and delivering high quality safety standards. Considers the safety requirements of different groups and has a broad perspective of safety requirements.</li> <li>- Anticipates and plans for the evolving safety requirements on a working site, adapting to evolving circumstances and client needs.</li> </ul>	X		X
<p><b>Criterion 3 – Working with People</b></p> <p>Builds wide reaching collaborative relationships to achieve the common goal of keeping all staff and customers safe, keeping up to date and sharing all resources, information and regulations with others. Seeks solutions to difficult working situations with others in order to build better relationships and safer ways of working. Positively promotes an inclusive and collaborative approach to working.</p>	X		X
<p><b>Criterion 4 – Communicating</b></p> <p>Explains complex issues and safety regulations so they are easy to understand and follow. Takes full responsibility of ensuring important H&amp;S messages are communicated and understood. Ensures all H&amp;S messages, especially changes or updates to policies and procedures are accurately conveyed in a timely manner.</p>	X		X
<p><b>Criterion 5 – Influencing and Persuading</b></p> <p>Uses a range of persuasive techniques and behaviours to influence others' implementation and adherence to H&amp;S policies and procedures. Anticipates challenges and objections and handles them effectively acknowledging the issues and providing clear plans for mitigating these issues whilst maintaining the highest H&amp;S standards.</p>	X		X
<p><b>Criterion 6 – Planning and Organising</b></p> <p>Plans and organises complex implementation of H&amp;S procedures into large groups of individuals and multiple varying sites. Assists others in understanding and monitoring adherence to H&amp;S procedures at all times. Sets up systems which help others to monitor and assess the organisation's adherence to H&amp;S standards, as well as implementing reporting methods for any non-adherence. Ability to work clearly and accurately under pressure and tight timescales.</p>	X		X

<p><b>Criterion 7 – Innovating and Improving</b></p> <p>Takes responsibility and ownership for compliance with H&amp;S standards across teams and site staff. Promotes and engages people with positive change to enhance the safety of the working environment. Seeks out and acts upon a range of feedback regarding the clarity and accessibility of safety standards. Is confident to challenge unsafe practices regardless of the audience in question.</p>	X		X
<p><b>Criterion 8 – Delivering Results for Parliament</b></p> <p>Works to make Parliament more effective, as well as a safe working environment. Understands the organisational priorities and balances these with embedding and monitoring safe working practices, identifying workable solutions to meeting both</p>	X		X

## ADDITIONAL INFORMATION REGARDING THE POST

**Location**

This post will be located on the Parliamentary Estate, Westminster, London

**Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than three of the last five years they are not usually eligible for vetting (but we assess each case individually).

**Hours**

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager. Consideration will be given to 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.

**Application and selection process**

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency-based interview.

**For further information**, candidates should refer to these websites – House of Commons careers at [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) and the UK Parliament at [www.parliament.uk](http://www.parliament.uk).

You can contact the Recruitment team at [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or by telephone on 020 7219 6011.

