



# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Senior Safety Adviser</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Pay band:</b>	<b>B1 H1</b>
<b>Pay range:</b>	<b>£41,621 - £46,500</b> <i>(Appointment will normally be made at the minimum of the pay range)</i>
<b>Allowances:</b>	<b>N/A</b>
<b>Team:</b>	<b>Governance Office</b>
<b>Section:</b>	<b>Parliamentary Safety Team</b>
<b>Reports to:</b>	<b>Safety Compliance and Culture Manager</b>
<b>Number of posts:</b>	<b>2</b>
<b>Hours:</b>	<b>36</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>09<sup>th</sup> May 2019</b>
<b>Closing date:</b>	<b>31<sup>st</sup> May 2019 @ 23:55pm</b>

### **The House of Commons**

The House of Commons is the democratically elected House of the UK Parliament. Its responsibilities include checking and challenging the Government on behalf of UK citizens, making and shaping laws, and checking and approving Government spending and taxes.

As well as the 650 elected MPs (Members of Parliament), over 2,000 people work behind the scenes, supporting the democratic process in many different ways. Our teams are politically impartial and work together to deliver the three shared objectives which guide our work:

- Facilitating effective scrutiny and debate
- Involving and inspiring the public
- Securing Parliament's future

The House of Commons is committed to equality and diversity. Our aim is to build a diverse, dedicated and high-performing workforce to keep the House of Commons running smoothly and to support a thriving parliamentary democracy.

### **Team information**

As well as being the place of work for Members, Peers, their staff and staff of the Administrations of both Houses, over a million visitors come to the Palace of Westminster annually. The Parliamentary Safety Team is the central advisory and support service that assists the House of Lords, House of Commons and Digital Service to manage the wide range of potential safety risks arising in such a complex and diverse organisation. The six safety advisers work together to offer a consistent service in response to the different demands of our stakeholders.

Collectively, the Parliamentary Safety Team;

- Advises the Parliamentary Safety Assurance Board on the strategic direction and approach for safety within Parliament;
- Develops policy and guidance;
- Evaluates Parliament's overall safety performance as part of the internal assurance process and
- Facilitates sensible, proportionate and effective safety risk management across Parliament.

## Job introduction

Whilst both postholders will be expected to provide the full range of safety advisory services to all Teams and Offices, the two highly visible positions will be the primary interface between the Parliamentary Safety Team and key stakeholders at Parliament. Namely;

**POST ONE:** The Parliamentary Maintenance Services Team (PMST) and Strategic Estates;

**POST TWO:** Catering Services, Visitor Services and the Parliamentary Security Department (PSD)

One of the core purposes of each post is to assist the key stakeholders to create and maintain a climate in which staff feel safety has high value and that they are clear about their (safety) responsibilities and (safety) aims and objectives.

The successful candidates will have a significant experience of advising on a range of safety risks and identifying creative solutions to facilitate safe working on the Parliamentary Estate. Both postholders will also assist the Head of Parliamentary Safety and Head of Safety Culture and Compliance in identifying safety related priorities, plans and performance targets. The varied nature of the parliamentary estate means that the post holders will need to manage several complex tasks and projects at any one time, sometimes with minimal guidance from management and to challenging deadlines.

## Key stakeholder relationships

Position 1.	Position 2.
Parliamentary Safety Team (PST);	Parliamentary Safety Team (PST);
Senior Management in the Parliamentary Maintenance Services Team;	Senior Management in the Parliamentary Security Department (PSD);
Senior Management in Strategic Estates;	Senior Management in Catering Services;
Construction Safety Assurance Meeting	Senior Management in Visitor Services;
Trade Union representatives;	Trade Union representatives;
Fire Safety Team;	Fire Safety Team;
Health and Safety Committees.	Health and Safety Committees.
All teams and offices on the parliamentary estate	All teams and offices on the parliamentary estate

## Management responsibility

None.

## 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 two of the last five years they are not usually eligible for vetting (but we assess each case individually).

### **Hours**

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, alternatively you can inform the recruitment team at any stage of the process.

### **Bands A – E Positions (full-time)**

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 be agreed with line management.

Net conditioned full-time working hours for staff of the House are usually 36 per week, excluding meal breaks. This determines the basis on which we will calculate any pro rata entitlements (e.g. annual leave).

### **For further information:**

Candidates should refer to the House of Commons careers website <https://www.parliament.uk/about/working/jobs/> or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

### **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.

### **Key responsibilities**

- Identify where PSTs advice and support can help deliver allocated key stakeholder's objectives and priorities;
- Ensure the needs of key stakeholders are reflected in the services offered by PST, and represent their views and interests when working with PST colleagues;
- Identify safety risk management issues and trends for incorporation into key stakeholder's business plans and business strategy;
- Advise and guide line managers to develop and deliver innovative health and safety solutions to manage risks and comply with internal policies, processes and procedures, including accident investigations;
- Coach managers, staff, safety coordinators and risk assessors to develop the skills and knowledge so that they are better equipped to be self-reliant in health and safety risk management;
- Deliver safety training and workshops;
- Support the first line compliance teams to integrate safety issues into their arrangements; and
- Devise and deliver appropriate local safety arrangements for key stakeholders, including procedures and associated safety documentation to assist them in complying with corporate (safety) policies.

### **Assurance and reporting**

- Devise, monitor and report on safety key performance indicators and metrics;

- Undertake safety compliance monitoring activities, including audits, inspections and incident investigations;
- Produce and issue quarterly safety dashboards and monthly accident/incident reports;
- Produce and deliver focused health and safety update and assurance reports for key stakeholders and the Parliamentary Safety Assurance Board, as required;
- Evaluate Parliament's overall safety performance as part of the internal assurance process

### ***Strategy and Business Planning***

- Assist the Head of Parliamentary Safety in refining the Safety Management System;
- Devise and deliver safety policies, procedures and associated documentation to deadline; and
- Assist the Head of Safety Culture and Compliance to deliver the safety cultural strategy.

The post holder will require a reasonable level of mobility as some site work may be required; this could involve working at height - on roofs, ladders and scaffolding - as well as in areas which are hard to access.

### **Qualifications:**

The following qualifications are required for this role:

Essential	<ul style="list-style-type: none"> <li>• Safety NVQ level 3 or above; and</li> <li>• IOSH Technical Membership</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Auditor/Lead Auditor</li> <li>• Accident Investigation</li> </ul>

**\*Candidates may wish to indicate which post would be their preference, but the Head of Parliamentary Safety will make the decision based on operational considerations\***

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>Essential</b>			
<b>Criteria 1 - Delivering Results for Parliament:</b> Demonstrable general and stakeholder* specific related safety experience across a diverse portfolio of safety risk in complex organisations.  <i>*please indicate your preference for post one or post two</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 2 - Innovating and Improving:</b> Experience in the development and implementation of successful risk management strategies which reflect policy documentation and improve safety standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 3 - Communicating:</b> Strong written and oral communication, negotiation and interpersonal skills, with the ability to inclusively influence and build strong working relationship.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Criteria 4 - Influencing and Persuading:</b> Experience of improving safety awareness and understanding in a diverse workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 5 - Analysing and Decision Making:</b> Experience of undertaking complex accident investigations and presenting findings to senior management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 6 - Planning and Organising:</b> Experience of completing health and safety compliance monitoring activities, including audits and inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 7 - Safety NVQ level 3 or above &amp; IOSH Technical Membership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Desirable</b>			
<b>Criteria 8 - Planning and Organising:</b> <ul style="list-style-type: none"> <li>Auditor/Lead Auditor qualifications</li> <li>Formal training in Accident Investigation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criteria 9 - Analysing and Decision Making:</b> Experience or knowledge of providing safety advice related to work in old buildings or heritage environments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>