

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Health and Safety Manager - Construction</b>
<b>Salary:</b>	£41,621 - £51,443 – B1H1
<b>Team:</b>	Project Delivery, Strategic Estates
<b>Number of Posts:</b>	1
<b>Contract Type/Duration:</b>	Permanent

### Team Information

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce (currently circa 2,500 in the House of Commons alone) one that takes great pride in supporting the democratic process. Every single individual and team proactively adding value, working collaboratively and committed to securing Parliament's future in a fast-changing digital world.

The Project Delivery Team, within the Strategic Estates Directorate in Parliament takes great pride in looking after and improving the buildings of Parliament itself, as custodians of the Estate. Our aim is to provide the right environments for building users whilst restoring and protecting our heritage buildings.

While we are part of the House of Commons service, we provide services to the House of Lords as well. We operate on a working World Heritage site which attracts visitors from all over the globe, in a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

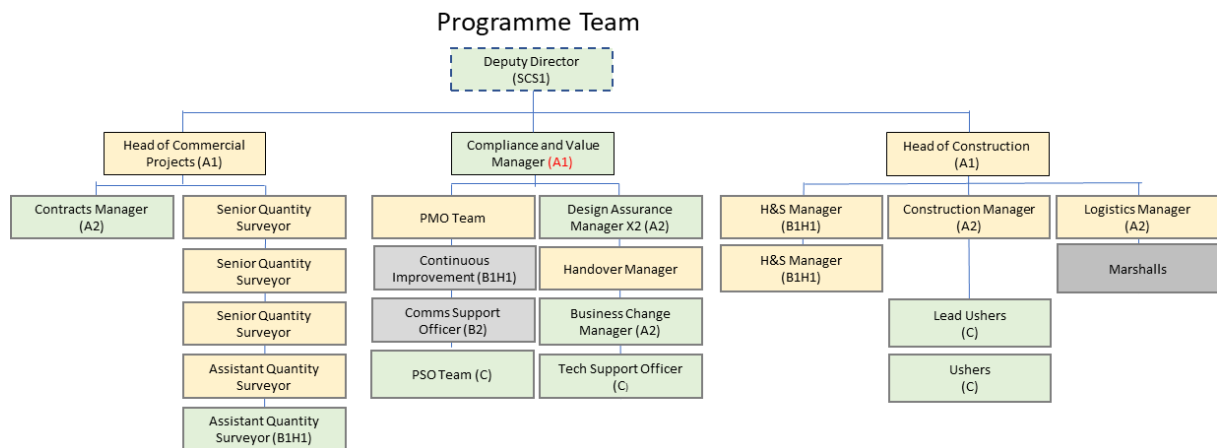
Many of our most recognizable buildings require ever-more significant work to meet our strategic aim of Supporting a Thriving Parliamentary Democracy. You can see some of our work just by looking at the Palace of Westminster. Our team includes a wide range of professions and we support staff in developing their careers, through our careers pathway programme.

The Project Delivery Team is accountable for the delivery of all of the current major projects across the Parliamentary Estate, having recently undergone a reorganisation the team will focus on a portfolio management approach, alongside an enhanced focus on construction quality, cost scrutiny and consistency of approach whilst strengthening opportunities for professional development and career progression across the team.

We currently have approximately 120 projects with an annual spend of £100/150m, with a portfolio value of circa £1bn, we have a stated aim to improve the predictability of our projects from both a time and cost perspective whilst not trading on quality or safety.

The structure for this team is inserted below:

## Health and Safety Manager



### Job Information

This is a key role within the Project Delivery team. The post-holder will be required to ensure a safe working environment for all the Capital Delivery Team, our Contractor Teams and all Estate Users.

The H&S Manager will work collaboratively with our central H&S representative, focusing on site engagement and communications, to ensure Client strategy and expected standards are consistently adopted across all construction sites. They will act as subject matter experts and “go-to” people for any health, safety and environment matters or concerns, providing up-to-date advice and knowledge of best practice in a construction setting, whilst ensuring adherence to our obligations relating to CDM and driving improvement across all projects. Where improvement is identified, through lessons learned or other feedback, the H&S Manager will engage with the central H&S team to agree process and then introduce to the teams.

The post-holder will be responsible for ensuring that all agreed health and safety measures are understood by the multi stakeholders across the Commons Estate, and adhered to 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.

They will co-ordinate, advise and support Site Teams on all aspects of Health and Safety, with a focussed objective to ensure statutory and Client obligations are met.

### Responsibilities

- 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.
- 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.
- Maintaining records of the audits and inspections, and ensuring the necessary corrective measures are agreed and implemented.
- Ensuring that the appointed CDMA undertakes their duties appropriately – escalating to the central H&S team should issues be identified.

- Producing Level11 reports on any incidents (within 3 days of an event) and for any potential health and safety claims.
- Advising on providing, maintaining and promoting a safety compliant environment.

#### Specialist and functional

- Advising the Project Delivery Teams on health and safety, and environmental legislation issues.
- Ensuring everyone in Capital Delivery, employees and contractors, are aware of their responsibilities under health and safety, and environmental, legislation and that they comply with the processes defined in Parliamentary policies and standards from Stage 0 through to Project Completion.
- 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.
- Providing a Client point of contact for stakeholders relating to site issues.
- 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

- Taking responsibility for operational aspects of safe service delivery and frequently making decisions that require complex and conflicting information to be understood, assessed and judgment applied accurately.
- Being influential in raising aspirations for health and safety performance.

#### Stakeholder management and customer focus

- Strengthening key relationships with Estates teams including the Parliamentary Safety team, Fire, Security, ALS, PMST (maintenance), Principal Contractor's from other projects.
- Understanding the complex stakeholder remit and 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.
- 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

- Planning and strategy for change/improvement to all systems to maintain high standards across our sites.
- Developing clear and structured plans to implement, evaluate and record training on health and safety matters.

## Innovating and improving

- Being proactive in identifying safety and training needs and working closely with staff to ensure statutory compliance requirements are met, including regulations relating to electrical safety, COSSH, gas safety, fire and health and safety.

## 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 Commons Estate Portfolio and advising on remedial action.

## This role requires:

- Exceptional People and Team Management & Leadership qualities.
- Robust Site experience - working across multiple sites and with multiple contractors.
- Experience of matrix working across a programme or portfolio of projects.
- Experience of liaising with major stakeholders and supply chain in a sensitive political environment.
- Suitable academic and professional commercial qualifications.

## Desirable:

- Knowledge of NEC form of contract
- Client Experience
- Knowledge of Heritage Buildings

## 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.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

## Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

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.

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## 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 and/or experience 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.

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## Skills and Experience

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### Criterion 1

- 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.

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### Criterion 2

Experience of managing operational and strategic health and safety issues, developing and implementing improvements, within an estate's environment. Specialist knowledge of health and safety legislation, standards and best practice including inspections and reporting of the working environment and safety.

Working knowledge of civil engineering works, building and construction projects and an awareness of latest Building Regulations and Health and Safety legislation.

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### Criterion 3

Anticipates and plans for the evolving safety requirements on a working site, adapting to evolving circumstances and client needs.

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### Criterion 4

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.

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### Criterion 5

Explains complex issues and safety regulations so they are easy to understand and follow. Takes full responsibility of ensuring important H&S messages are communicated and understood. Ensures all H&S messages, especially changes or updates to policies and procedures are accurately conveyed in a timely manner.

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### Criterion 6

Plans and organises complex implementation of H&S procedures into large groups of individuals and multiple varying sites. Improves understanding of monitoring and adherence to H&S procedures. Establishes systems which help others to monitor and assess the organisation's adherence to H&S standards, as well as implementing reporting methods for any non-adherence. Ability to work clearly and accurately under pressure and tight timescales.