

## Job Description

<b>Job Title:</b>	Head of Health, Safety, Fire & Security
<b>Base:</b>	Great Western Hospital, Swindon
<b>Grade:</b>	Band 8C
<b>Reporting to:</b>	Director of Estates & Facilities

### Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are. We will expect your values and behaviours to reflect the STAR Values of the organisation:

- Service** We will put our patients first
- Teamwork** We will work together
- Ambition** We will aspire to provide the best service
- Respect** We will act with integrity

### Main Purpose of the Job

The Head of Health, Safety, Fire & Security leads a team of staff who are required to ensure compliance with the various statutory legislation, deliver training, carryout inspections and audits against the current health, safety and fire practices around the Trust and legislation that is in place. Ensuring a programme of audit is in place to provide assurance that organisational Health & Safety, fire and security policies are being followed. They will have all the necessary qualifications, knowledge and experience required to provide professional leadership and strategic direction for the corporate health and safety, security, and fire for the Great Western Hospitals NHS Foundation Trust.

The post holder will be an expert in their field and the lead person for the management of Health and Safety thus fulfilling the Trust's legal obligations. This includes developing, implementing and managing the systems and processes for effective health and safety management across the Trust; assisting the organisation in providing a safe environment for staff, patients and visitors to the Trust; achieving compliance with its statutory duties under Health and Safety at Work etc. Act 1974. They will further develop the culture of safe working practices and a proactive approach to the management of Health and Safety across the Trust.

### Main Responsibilities and Duties

1. The Head of Health & Safety, Fire & Security is required to interpret legislation and guidance in order to develop, and then implement or assist others with the implementation of Trust wide health and safety corporate policies, procedures and safe systems of work.
2. Provide specialist advice in health and safety, security and fire to other Departments / Divisions, executive directors, directors and senior managers and act as a focal point for all departments, and other service users within the Trust for health and safety, security and fire. Information may be highly complex or sensitive in nature and the post holder may be required to overcome barriers to resistance such as language or resistance to change.

3. Identify the Trust's status in regards to compliance with current and future health, safety, fire and security legislation and guidance, to escalate non-conformities via assurance forums and the Health and Safety Group to the Trust Board and to put in place / recommend corrective actions and forecast resources required. This will involve the analysis of sometimes highly complex information, the interpretation of results and the comparison and recommendation of a range of options to achieve desired outcomes.
4. To develop, maintain and take strategic ownership of monitoring and reporting tools within the Trust which can be used to demonstrate actions that are required to ensure compliance to health, safety, and fire regulations that are in place.
5. To take strategic ownership for health, safety and fire policies / procedures / training / audits. Ensure inspections against the current policies and procedures are in place to ensure they are being adhered to, findings of which will be escalated to the Security Advisory Group, Joint PFI H&S and Fire Group and or the health and safety committee.
6. To ensure that non-compliance notices from external bodies for health and safety, fire and security are escalated and acted upon accordingly
7. To ensure all RIDDOR reportable events are reported to the Health & Safety Executive in a timely manner
8. To implement and maintain an incident reporting and recording system and work collaboratively with the Clinical Governance and Risk, Occupational Health & Wellbeing and PFI partners to provide a safe, healthy and secure environment for staff, service users, visitors and stakeholders.
9. To ensure H&S, Fire and Security work collaboratively with Estates and Facilities and other external stakeholders on day to day issues and to comment/advise on capital developments and projects to ensure that health & safety, fire and security is incorporated
10. To deputise as required for the Director of Estates and Facilities, as a chair for the Trust Health & Safety Committee and other groups as required
11. To hold the accreditation of Local Security Management Specialist (LSMS) for the Trust and or have the knowledge of the role developing the required skills. Where this role is contracted to an external agency then to manage the LSMS function and to negotiate and agree the contract and associated performance indicators, targets and objectives. To work with other LSMS's across other Trusts to improve the security of staff whilst at work
12. To support and manage the Local Security Management Specialist to ensure the Secretary of States Directions and subsequent standards are adhered to, providing exception reports to the Health and Safety Group and Security Assurance Group as appropriate.
13. To Chair the Trust Security Assurance Group meetings and devise and implement the annual work plan objectives and KPI's and to agree joint security arrangements with partner organisations at the GWH. Plans may be long term and strategic nature and may impact across the wider Trust.
14. To ensure appropriate investigations relating to security of staff and patients are carried out as deemed necessary and ensure findings are escalated to the Trust Security Management Director and to provide advice and support to the above Director regarding Health & Safety and Fire safety related matters.
15. Develop an Annual Report for Health & Safety, Security, and Fire for the Trust Board and devise strategic KPI's for service improvement linked to the Trust People Strategy.
16. Ensure that the Health & Safety, Security, and Fire department develop effective networks with external organisations and external bodies e.g. Health and Safety Executive, Environmental Health Department, Institute of Occupational Health & Safety, International Institute of Risk & Safety Management, Dorset & Wiltshire Fire and rescue, Local Police, National Association of Healthcare Fire Officers [NAHFO], National Association for Healthcare Security [NAHS]
17. To develop an improvement plan for the Keri Integrated Access Control system to ensure it is robust and meets the Trust's requirements. To manage the Great Western Hospital and Brunel Treatment Centre 'Keri' Integrated Access control system providing for monitoring and controlling access across the site.

18. To ensure an appropriate and competent maintenance service is provided and managed for the Keri security system installation including the Doors.Net software and all associated hardware.
19. To manage the process for routine repair administration and emergency call-out within the H&S team, FM Provider Helpdesk and the contracted Keri maintenance provider.
20. To provide appropriate training to FM Provider Helpdesk and FM Provider Security personnel in order to ensure an efficient routine security management system both within normal working hours and outside of this period.
21. To advise, facilitate, provide costings and project management for additional Keri security door solution as requested by other Departments across the GWH site
22. To manage an 'Authorise Signatory' list for FM Provider to use to confirm authorisations of appropriate security access levels associated with issue of Staff ID Badges.

### **Patient Client Care**

23. All patient involvement will only be as a result of a serious health, safety, fire or security complaint or incident.

### **Budget Responsibilities**

24. As a Budget Holder/Manager the post holder is responsible for the co-ordination, monitoring and review of the use of financial resources within the Health & Safety, Fire and Security budget.

### **Responsibilities for People or Training**

25. This post holder has strategic responsibility for the Health & Safety, Fire & Security Department.
26. This post holder will be responsible for strategic line management of the following staff:
  - a. Fire Safety Advisor who has operational responsibility for all aspects of compliance to the Regulatory Reform (Fire Safety) order and other relevant legislation and standards relating to fire safety
  - b. Health & Safety Advisor who is required to give operational advice, carryout inspections and deliver H&S training
  - c. Local Security Management Specialist who is required to carry out set work to comply with Secretary of States Directions and subsequent standards
27. This post holder will be responsible for the selection, recruitment, training, development, welfare and disciplining of staff in accordance with agreed Trust policies and departmental procedures.
28. Shall maintain appropriate staff records, set individual objectives and personal development plans as part of an annual appraisal system.
29. To plan, facilitate and deliver specialist Health & Safety, fire and security training, new starter inductions and development programmes in conjunction with The Trust Training Academy.

### **Flexibility**

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### **Supplementary Information**

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

## Person Specification

<b>Job Title:</b>	Head of Health & Safety, Fire & Security
<b>Base:</b>	Orbital Offices

Criteria	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Masters level qualification or equivalent training and experience</li> <li>• Management qualification</li> <li>• NEBOSH diploma or equivalent</li> <li>• Chartered Membership of IOSH</li> </ul>	<ul style="list-style-type: none"> <li>• LSMS accreditation</li> <li>• Evidence of CPD</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Health and Safety management experience</li> <li>• Senior management experience</li> <li>• Ability to produce and deliver presentations in a variety of formats, including PowerPoint</li> <li>• Extensive experience of health and safety legislation</li> <li>• Knowledge of Risk Management principles</li> <li>• Ability to undertake audits, inspections in line with procedures in place</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of role within a healthcare setting</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Must demonstrate a high level of interpersonal communication skills</li> <li>• The ability to lead, motivate a team and promote change.</li> <li>• Effective communication skills at all levels, across all levels, disciplines, including persons external to the Trust, together with tact and diplomacy</li> <li>• Ability to initiate, prioritise and manage teams work schedule</li> <li>• Excellent presentation skills</li> <li>• Ability in the preparation of report writing and communication skills</li> <li>• Ability to use negotiating skills</li> <li>• Ability to carry out Health and Safety Audits and Inspections</li> <li>• Excellent IT Skills e.g. Microsoft Office</li> <li>• Ability to collate and interpret statistical information</li> <li>• Ability to work to unpredictable timescales and deadlines to meet corporate objectives</li> <li>• Be both a team player and have the ability to work alone</li> <li>• Have a flexible attitude</li> <li>• Ability to work individually or as a team member.</li> <li>• Able to manage and organise own work schedule</li> <li>• Ability to work flexibly and in partnership with departments to achieve corporate goals</li> <li>• Ability to motivate and manage staff</li> <li>• Ability to work in a changing environment</li> <li>• Ability to manage and effect change</li> </ul>	

<b>Other Job-Related Requirements</b>	<ul style="list-style-type: none"><li>• Willing to work in other areas of the Trust or Trust-wide as and when required to do so.</li><li>• Reliable self-motivate, self-starter, who can work with minimum supervision</li><li>• Driving Licence / ability to travel between sites as part of the role</li></ul>	
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